


Purchase Cell, Office of Comptroller
GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY
 Ferozepur Road, Ludhiana- 141004 – Punjab (India)
 Email : officepurchasecell@gmail.com, Phone 0161-2553353

NOTICE INVITING e-TENDER (NIT)

	Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana	
e-Tender Notice_No. PC/2020-21/1416 Dated 03-11-2020		
e-Tender is invited for the purchase of following items:-		
Sr. No.	Particulars of item(s) to be purchased	Closing Date
1.	Feed Ingredients and Supplements	18-11-2020 at 2.00 pm
2.	Student Microscopes – 20 Nos.	27-11-2020 at 2.00 pm
For details logon to www.eproc.punjab.gov.in and https://gadvasu.in/tender_notice .		
Note:- Any corrigendum(s) will be published on above websites only.		
Advt. 6/2020-21	Sd/- Comptroller, GADVASU	

DETAILED NOTICE INVITING e-TENDER (DNIT)

Important Note:-

1. *The e-Tender of Guru Angad Dev Veterinary & Animal Sciences University, Ludhiana appeared/listed on website <https://eproc.punjab.gov.in> under Organisation "Department of Animal Husbandry" and Division "Purchase Cell".*
2. *The interested bidders are advised to submit/upload their bids/documents well in advance before closing date/time to avoid any problem at the later stage.*
3. *The bidders using Net Banking Service of banks other than SBI are advised to submit their EMD and other fees (if any) in advance at least (3) three working days prior to the last date of submission of the Bid.*

<u>CRITICAL DATE SHEET</u>	
eTender Reference No.	PC/2020-21/1416 dated 03-11-2020
eTender ID No.	2020_DAH_55747_1
Last Date & time for submission of online Bid	27-11-2020 upto 2.00 pm
NOTE: <i>If the bidders using Net Banking Service of banks other than SBI are advised to must deposit online Fees in advance at least (3) three working days prior to the last date of submission of the Bid.</i>	
Date & time for opening of technical Bid	27-11-2020 at 2.30 pm
NOTE: <i>If sufficient bids are not received within</i>	

stipulated time, tender may be opened with new date & time or re-tendered as per the recommendations of sub purchase committee.	
Contact person for required item(s) related any enquiry	Dr. Kuldeep Gupta, M-99150-87240, Email Id-kgupta1968@yahoo.com, officevetypathology@gmail.com

Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana invites e-tenders through the website <https://eproc.punjab.gov.in> under two bid systems from eligible and qualified bidders (Manufacturer/Sole Selling Agent/Distributor/Authorized Dealer) for the supply of the following goods, as per the required specification with full terms & conditions.

Details of required item(s)

Sr. No.	Name of required item(s)	Quantity	Name of indenting department/ place of delivery /installation of item(s)
1	Student Microscopes (Binocular) Complete as per following required specifications with accessories (If any)	20 No.s	Professor cum Head, Department of Veterinary Pathology, College of Veterinary Science, Rampura Phul Guru Angad Dev Veterinary & Animal Sciences University.

Note: The University is entitled for Discounted GST @ 5% on items which are covered under Notification No 47/2017- Integrated Tax (Rate) Dt 14th Nov, 2017, Notification No. 45/2017-Central Tax (Rate) Dt 14th Nov, 2017 and Amendment no. 10/2018- Integrated Tax (Rate) Dt 25th Jan, 2018 and University shall provide Declaration for GST Benefit. Therefore all charges including GST according to above circulars and any other levies payable by University should be clearly indicated otherwise it would be presumed that the rates quoted are inclusive of all these charges and will not be paid.

<u>DETAILS OF FEES</u>		
Sr No.	Details	Amount (Rs)
1	Tender Fees (Non-refundable)	1,000/-
2	<p>Earnest Money Deposit (EMD) (Refundable) The EMD will be returned to the unsuccessful bidders automatically by the State Public Portal i.e. http://eproc.punjab.gov.in.</p> <p>Intimation Regarding Payment of Online Fees :</p> <p>1. The bidders using Net Banking Service of banks other than SBI are advised to submit their EMD and other fees (if any) in advance at least (3) three working days prior to the last date of submission of the Bid.</p> <p>2. The bidders are hereby informed not to close/suspend their Bank Accounts, from which the EMD/Tender Fee/Processing Fee is being paid for respective Tender. In case of any refund issue relating to the respective tender, the Department would not be liable or responsible in anyway.</p> <p>3. Intimation Regarding Payment through NEFT / RTGS Mode The bidders are hereby informed that settlement of NEFT / RTGS transaction does not take place on Sundays, 2nd and 4th Saturdays of a Month, and Declared Bank Holidays.</p> <p>Note: 1. Earnest Money Deposit (EMD) of successful bidder will be refunded only after receiving the satisfactory report from the inspection committee of the concerned department/college as per the tender terms and conditions, and guidelines laid down in the Purchase Procedure of Guru Angad Dev Veterinary and Animal Sciences University. 2. The units registered with National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under General Financial Rules, 2017. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover-I of the e-tender in PDF format.</p>	10000/-
3	Total Processing Fee including GST @ 18% (in INR)	590/-

Detailed specifications of the required item(s):-

Department of Veterinary Pathology, COVS
Guru Angad Dev Veterinary and Animal Sciences University, GADVASU

Subject: Finalization of technical specifications for procurement of equipment/instruments for the newly established Department of Veterinary Pathology, College of Veterinary Science at Rampura Phul, Bathinda.

The department intends to purchase student microscopes (20 No.) for the newly established Department of Veterinary Pathology, College of Veterinary Science at Rampura Phul. A meeting was held on 30/07/2020 at 10:30 am in which following committee members participated for drafting of technical specifications for procurement of above mentioned equipment;

1. Dr. Kuldip Gupta, Professor (Indenter and nominee of Head of Department)
2. Dr. C. K. Singh, Sr. Veterinary Pathologist-cum-Head
3. Dr. Pavan Kumar, Asstt. Meat Technologist (nominee of Dean COVS, GADVASU)
Department of LPT
4. Sh. Kulwant Singh, Superintendent (nominee of Comptroller, GADVASU)
5. Sh. Vikrant Singh, Junior Assistant, Non-teaching employee nominee of HOD

The recommended specifications for the purchase of the above mentioned equipment are as under;

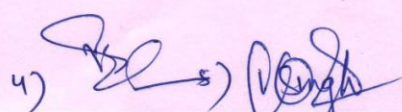
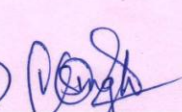
Students' Microscopes – 20 Nos.

Optical system	:	Universal Infinity Corrected Optical System.
Illuminator	:	Built-in transmitted LED illumination with life of 20,000 hour. Co-axial coarse & fine focusing mechanism with low drive handle.
Focusing	:	Stage height movement (coarse movement stroke: 15mm or better), Torque adjustment for coarse focusing knob. Coarse & fine focus knob should be on both sides of the microscope body for easier working. Microscope should have an upper limit stopper for high magnification objectives to secure objective hitting the slide.
Nosepiece	:	Inward facing quadruple nosepiece.
Stage	:	Wire movement mechanical fixed stage. (W × D): 174mm × 89mm. Traveling range (X × Y): 76mm × 30mm.
Observation Tube	:	Sidentopf type binocular observation tube inclined at 30° with field no.20mm or more. Interpupillary distance 48-75 mm. The observation tube should have an eyepoint height adjustment system to accommodate user's height for comfort.
Eyepiece	:	Paired 10X eyepiece with diopter adjustment with field no. 20mm or more. The eyepiece can be fixed in place to prevent damage/loss when moved.
Condenser	:	Abbe condenser (N.A. 1.25 or higher) with built-in aperture iris diaphragm for brightfield and darkfield.
Objectives	:	Completely field flat Plan Achromat objectives 4X N.A. 0.10 & WD 27.8mm or better 10X N.A. 0.25 & WD 8.0mm or better 40X N.A. 0.65 & WD 0.6mm or better 100X N.A. 1.25 & WD 0.13mm or better
Note	:	Microscope should essentially be supplied with eyepiece micrometer and Field diaphragm for koehler illumination.

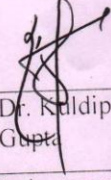
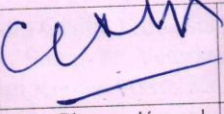
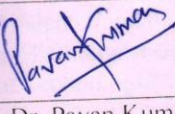
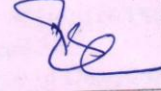

1) 

2) 

3) 

4)  5) 

"It is certified that above mentioned specifications of required students' microscopes do not favour any brand/make/model or any firm."

					
Name	Dr. Kuldip Gupta	Dr. Charan Kamal Singh	Dr. Pavan Kumar.	Sh. Kulwant Singh	Sh. Vikrant Singh
Department	Indenter and nominee of Head, Department of Veterinary Pathology	Sr. Veterinary Pathologist-cum-Head, Department of Veterinary Pathology	Assistant Meat Technologist, Nominee of Dean COVS	Supdt. Nominee of Comptroller, GADVASU	Junior Assistant, Non-teaching employee nominee of HOD



Sr. Veterinary Pathologist-Cum-Head
Department of Veterinary Pathology
Guru Angad Dev Veterinary & Animal
Sciences University, Ludhiana.

- Note:**
1. At the time of Technical Evaluation of Technical Bids, the sub purchase committee may ask all/any bidder(s) to submit the hard copy of any document or any additional documents or show presentation/demo of product or any query (If required) for verification/approval of Technical bids.
 2. Financial Bids will be opened only of those tenderers, who qualify and are found suitable during the processing of Evaluation of Technical Bids.
 3. Financial Bids will be opened immediately after receiving Technical Evaluation report from the concerned sub purchase committee.

The Technical Bids should contain detail information on the following: -

- Full Name of the Bidder Firm along with address.
- Bankers Name & Address.
- GST No. - PAN/TAN No.
- Whether Manufacturer/Sole Selling Agent/Distributor/Authorized Dealer.
- Experience in line.
- Capability/Capacity to service the requirement.
- Validity of Offer.
- List of Clients.
- Lead time/Delivery Period.
- Payment condition.
- Warranty/Guarantee.
- Quality Assurance/Monitoring system followed.
- Certificates where needed should be attached.

The firms are also required to upload copies of the following documents in a single file of .pdf format with Technical Bid:-

- a) Scanned copy of dully filled Check List.
- b) Scanned copy of Full details of Item(s), sub systems and additional items/accessories to be quoted (i.e. Full name, Model number, Name of Accessories, Manufacture Details, Literatures/brochures/write-ups, Guaranty/Warranty, AMC details etc.) as mentioned in the technical bid.
- c) Scanned copies of Brochure/leaflets/catalogues for equipments should be submitted in the technical bid.
- d) Scanned copy of all document(s) mentioned in the above detailed specification of the required items (if any).
- e) Scanned copy of the Authorization dealer/distributor/stockist certificate issued by Manufacturer.
- f) In case of imported equipment, scanned copy of Manufacturers Authorization Certificate issued by Principal Manufacturer duly verified by the Indian Agent.
- g) Scanned copy of Tender Acceptance letter (Annexure-I).
- h) Scanned copy of Undertaking as per (Annexure – II).
- i) Scanned copy of Bank details (Annexure-III).
- j) Scanned copy of firm's Registration, PAN Card, GSTIN.
- k) Scanned copy of Income Tax Statement for the last year.

Guidelines for submission of FINANCIAL BID:

- (a) The rates should be quoted as per the BOQ uploaded on the SPP Portal. Taxes, if any, should be indicated separately. **Please mention the Total amount of GST under column no. 9 duly calculated as per total quantity required as per column no. 4 for each item.** The bidders are advised to download this BOQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with GADVASU.
- (b) The bidders are advised to quote price for equipment in INR.
- (c) **The University is entitled for Discounted GST @ 5% on items which are covered under Notification No 47/2017- Integrated Tax (Rate) Dt 14th Nov, 2017, Notification No. 45/2017-Central Tax (Rate) Dt 14th Nov, 2017 and Amendment no. 10/2018- Integrated Tax (Rate) Dt 25th Jan, 2018 and University shall provide Declaration for GST Benefit.** Therefore all charges including GST according to above circulars and any other levies payable by University should be clearly indicated otherwise it would be presumed that the rates quoted are inclusive of all these charges and will not be paid.
- (d) The payment will be made after deducting TDS as per GST/Govt. Rules.

Guidelines for bidders for Registration and Submission of bids:-

1. For participating in the above e-tender, the contractors shall have to get themselves registered with <http://eproc.punjab.gov.in>. and get user ID & password. Bidders who have not registered with e procurement portal need to get registered by paying the requisite registration fee for e-tender participation and obtain Class 3 Digital Signature Certificate (DSC) which are mandatory to participate in the e-tendering process.
2. Bidders should enroll/register in the e-procurement module of State Public Procurement Portal (SPP Portal) through the website: [URL:http://eproc.punjab.gov.in](http://eproc.punjab.gov.in) for participating in the bidding process. Useful information for Registration of first time bidder and instructions for submitting the online bids on the SPP Portal is available at [URL:http://www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in) through its link "Bidder Manual Kit" (<https://eproc.punjab.gov.in/nicgep/app?page=BiddersManualKit&service=page>).
3. Tender Documents can be downloaded from the State Public Procurement Portal [URL:http://eproc.punjab.gov.in](http://eproc.punjab.gov.in).

4. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites www.gadvasu.in and www.eproc.punjab.gov.in only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit these websites for updates. Bidder should also take into account all corrigendum(s) published before submitting the bids online.
5. The bidders are required to submit their bids online on the SPP Portal, using valid Digital Signature Certificates. Bids received only on SPP Portal will be considered, however bids sent through sealed cover/email/post/fax, etc. will be rejected.
6. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender.
7. **Intimation Regarding Payment of Online Fees :**
 1. The bidders using Net Banking Service of banks other than SBI are advised to submit their EMD and other fees (if any) in advance at least (3) three working days prior to the last date of submission of the Bid.
 2. The bidders are hereby informed not to close/suspend their Bank Accounts, from which the EMD/Tender Fee/Processing Fee is being paid for respective Tender. In case of any refund issue relating to the respective tender, the Department would not be liable or responsible in anyway.
 3. **Intimation Regarding Payment through NEFT / RTGS Mode**
The bidders are hereby informed that settlement of NEFT / RTGS transaction does not take place on Sundays, 2nd and 4th Saturdays of a Month, and Declared Bank Holidays.
8. The date and time fixed for opening of bids will remain unchanged, even if it is declared as a holiday by the Government. GADVASU will not be responsible for any delay in enrolment/registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [URL:http://eproc.punjab.gov.in](http://eproc.punjab.gov.in) and obtain their Digital Signature Certificate and upload their bids/documents well in advance.
9. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
10. For any clarification/difficulty regarding e-tendering Process please contact on helpdesk at Punjab State e Governance Society, Plot No. D-241, Industrial Area, Phase 8, Sector 74, Mohali, Phone No. 0172-2970263 & 0172-2970284. E-mail: eproc@punjab.gov.in and niceproc.punjab@gmail.com

General Terms & Conditions / Instructions for bidders:-

1. The interested, bona fide and reputed dealers/distributors/stockists/manufacturers or Indian agents (on behalf of their foreign principals) may submit online bids for each of the required item(s) along with all requisite documents, Tender Fee, Processing Fee and EMD.
2. EMD(s) for different required item(s) as indicated in respective cell(s) under the EMD column of the above table should be submitted separately for each item(s).
3. Tender shall be accepted only from Manufacturer/Sole Selling Agent/Distributor/Authorized Dealer.
4. The units registered with National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under General Financial Rules, 2017. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover-I of the e-tender in PDF format.
5. The EMD will be returned to the unsuccessful bidders automatically by the State Public Portal i.e. <http://eproc.punjab.gov.in>.
6. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.
7. The quoted equipment shall be in compliance with the required specifications mentioned in tender and shall be of the latest technology, best quality and high standards. Any optional accessories/ tooling, besides the standard equipment recommended for the better performance of the equipment, if offered, be provided with their full technical details including their use and advantage in a separate sheet with the tender documents. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
8. The item should be delivered F.O.R. at GADVASU/Research Stations/KVKs/Colleges etc. as mentioned in Tender document and the supplier shall be responsible for any damage during the transit of goods. The FOR price should be inclusive of all incidental charges i.e. freight, forwarding, insurance, etc.
9. The clearing charges from custom house will be borne by the Indian Agent of supplier.
10. All miscellaneous charges on foreign transactions make Form 15A and its subsequent charges on verification by Chartered Accountant would be borne by the bidder.
11. The documents will be provided to the Indian Agent on request by GADVASU.

12. Tenderer shall take into account all costs including installation, commissioning, cartage, etc. for giving delivery of material at site before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
13. The payment will be made after deducting TDS as per GST/Govt. Rules as applicable.
14. Our Institute is registered with DSIR and is exempted from Excise Duty & Custom Duty. Hence, CDEC/DSIR will be provided to the firm, if demanded. Rates should be quoted accordingly.
15. **The University is entitled for Discounted GST @ 5% on items which are covered under Notification No 47/2017- Integrated Tax (Rate) Dt 14th Nov, 2017, Notification No. 45/2017-Central Tax (Rate) Dt 14th Nov, 2017 and Amendment no. 10/2018- Integrated Tax (Rate) Dt 25th Jan, 2018 and University shall provide Declaration for GST Benefit.** Therefore all charges including GST according to above circulars and any other levies payable by University should be clearly indicated otherwise it would be presumed that the rates quoted are inclusive of all these charges and will not be paid. **Please mention the amount of GST under column no. 9 duly calculated as per total quantity required as per column no. 4 for each item in BOQ uploaded on the SPP Portal.**
16. The quantity can be increased/decreased as per the actual requirement.
17. The supplier should give an undertaking that they will be responsible to carry out the preventive maintenance and to repair the equipment during guarantee and post guarantee period.
18. Full details of after sale service offered during the post guarantee period should be furnished along with tender specified.
19. Information of actual users of the equipment in India supported with evidences and performances should be furnished alongwith tender.
20. If required the working of the equipment must be demonstrated in any place to be specified by the supplier.
21. The supplier shall train to the satisfaction of the purchaser one or two technicians at site/factory for operating, servicing and undertaking minor repairs without extra cost.
22. The bidder is required to furnish the non-blacklisting certificate as per Annexure – II.
23. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulate any condition of his own, such conditional tender is liable to be rejected.
24. GADVASU reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
25. All disputes shall be subject to Ludhiana jurisdiction only.

Place: Ludhiana

Sd/-
Accounts Officer
Purchase Cell O/o Comptroller
GADVASU

Checklist

Sr.No.	Details	
1.	Name and Complete Address of the Firm	
2.	Email Id and Contact number of the bidder	
3.	Details of Quoted item(s) i.e. Name, Make, Model Number etc.	
4.	Attached scanned copy of Full Details of item(s), Sub systems and additional items/accessories to be quoted (i.e. Full name, Model number, Name of accessories, Manufacture details, Literatures/Brochures/Write-ups, Guarantee/ Warranty, AMC details etc.) as mentioned in the technical bid. (Write YES OR NO)	
5.	Attached scanned copy of the Authorization dealer/distributor/stockist certificate issued by manufacturer (Write YES OR NO)	
6.	In case of imported equipment, Attached scanned copy of Manufacturers Authorization certificate issued by Principal Manufacturer duly verified by the Indian Agent. (Write YES OR NO)	
7.	Attached scanned copies of all other document(s)/ certificate(s) mentioned/required in the DNIT. (Write YES OR NO)	
8.	Attached scanned copy of Tender Acceptance letter (Annexure-I). (Write YES OR NO)	
9.	Attached scanned of Undertaking as per (Annexure-II). (Write YES OR NO)	
10.	Attached scanned copy of Bank details (Annexure-III). (Write YES OR NO)	
11.	Attached scanned of firm's Registration, PAN Card, GSTIN. (Write YES OR NO)	
12.	Attached scanned copy of Income Tax Statement for the last year. (Write YES OR NO)	
13.	Whether the accessories (if any) are included in price of equipment item(s) quoted by you? (Write YES OR NO)	

Date:

Place:

**Signature of the Bidder
with Official Seal**

Name -----

Designation-----

TENDER ACCEPTANCE LETTER

(To be given on firm letter head)

Date:

To,

Assistant Accounts Officer,
Purchase Cell O/o Comptroller
Guru Angad Dev Veterinary and Animal Sciences University
Ludhiana

Sub: Acceptance of Terms and Conditions of Tender.

Tender Reference No:

Name of the tender/work:-

Sir,

1. I/we have downloaded the tender documents for the above mentioned Tender/Work from the website(s) www.eproc.punjab.gov.in as per your advertisement.
2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page **First** to **Last** (including all documents like Annexure(s), schedules(s), etc.,) of **DETAILED NOTICE INVITING e-TENDER** which form part of the contract agreement and I/we shall hereby abide the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization has also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender terms and conditions of above mentioned tender document (s)/corrigendum(s) in its totality /entirety.
5. I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully

Date:

Place:

**Signature of the Bidder
with Official Seal**

Name -----

Designation-----

Under Taking
(To be given on firm letter head)

Date:

To,

Assistant Accounts Officer,
Purchase Cell O/o Comptroller
Guru Angad Dev Veterinary and Animal Sciences University
Ludhiana

Tender Reference No:

Name of the tender/work:-

Sir,

-
1. I/we certify that the items/products quoted by our firm comply all required Technical Specifications as mentioned in the DNIT (Detailed Notice Inviting Tender) under 'Detailed Specifications of the required items'.
 2. I/we hereby certify that all miscellaneous charges on foreign transactions, make Form 15A and its subsequent charges on verification by Chartered Accountant would be borne by our firm /dealer/distributor.
 3. I/we hereby certify that our company/Firm and Manufacturer/Principal Firm have not been **blacklisted/debarred** by any Govt. Department/Public Sector Undertaking/ Research Institution/Statutory body/University in India during the last **Five** years.
 4. I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully

Date:

Place:

**Signature of the Bidder
with Official Seal**

Name -----

Designation-----

(To be given on firm letter head)

MANDATE FORM FOR BANKING DETAILS

Date:

Name of the Firm:

Registered /Postal Address:

- 1 Permanent Account Number (PAN) No.
- 2 Service Tax Registration No., if applicable
- 3 Bank details:

a. Bank Name	
b. Branch Address	
c. Account No.	
d. Type of Account (Current/Savings)	
e. MICR No	
f. RTGS/NEFT Code	

Date:

Place:

**Signature of the Bidder
with Official Seal**

Name -----

Designation-----