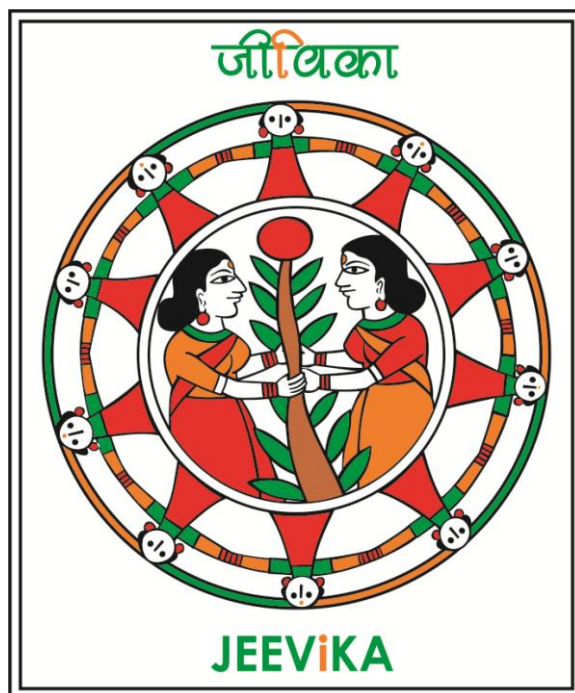


**Request for Bid**  
**for**  
**Invitation of Bid for Printing, Supply & Distribution of Report Card, Manual,**  
**Meeting Tracker etc.**



**Bid No: 02/NRLM/2019-20**

**Date: 18.07.2019**

**Bihar Rural Livelihoods Promotion Society (BRLPS) - JEEViKA**

**Government of Bihar,**

**3<sup>rd</sup> Floor, Annexe-Ii, Vidyut Bhawan,**

**Bailey Road, Patna- 800021**

Email Id: [info@brlp.in](mailto:info@brlp.in) Website: [www.brlp.in](http://www.brlp.in)

## Notice Inviting Request for Bids

Tender No: **02/NRLM/2019-20**

Date- **18.07.2019**

### Tender Notice for Printing, Supply & Distribution of Report Card, Manual, Meeting Tracker Etc.

Chief Executive Officer-cum-Mission Director, Bihar Rural Livelihoods Promotion Society (BRLPS), invites bids (Single Bid System) through E-procurement from reputed and experienced agencies/firms/companies Printing, Supply & Distribution of Report Card, Manual, Meeting Tracker Etc.

The bids will be called for entire item published in the Bid.

Kindly note that the selection of agencies under this tender will not guarantee allocation of purchase orders/contracts and BRLPS will assume no liability or cost towards it. BRLPS makes no commitments, express or implied, that this process will result in a business transaction between anyone.

#### **Bid Cost and Bid Security:**

Bidding documents are available online on <https://www.eproc.bihar.gov.in> for a non-refundable fee. All the bidders have to deposit required Bid Cost and Bid Security. Bidders will be required to register in the website well before downloading the document and its submission to avoid delays, if any, in registration process. The bidder would be responsible for ensuring that any addenda available on the website is also downloaded and incorporated.

#### **Tender Schedule/Program:**

a) Bid Cost (Non Refundable)	<b>Rs. 1,000.00</b> to be paid through e-Payment mode (i.e. NEFT/ RTGS, Credit Card/ Debit Card & Net Banking) only at <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a> (non-refundable) <b>[Exemption of Bid Security under any circumstances are not allowed]</b>
b) Bid Security (Refundable)	INR - 56,000 to be paid through e-payment mode (i.e. NEFT/ RTGS/, Credit Card/Debit card/Internet Banking) at <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a> <b>[Exemption of Bid Security under any circumstances are not allowed]</b>
c) Date of commencement of online download of bidding document	<b>18/07/2019</b> from <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a> *Bidders are informed to get themselves registered well before last date of submission to avoid delays due to internet connectivity etc. *Bid will also be available for reference at <a href="http://www.brlp.in">www.brlp.in</a> (Procurement)
d) Last date for online download of bidding document	<b>17/08/2019</b> till 03.30 PM from <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a>
e) Pre bid meeting	A Pre bid meeting will be held on <b>02/08/2019</b> at 03.00 pm at BRLPS Office, Vidyut Bhawan, Bailey Road, Patna. ❖ Requests for clarification, if any, should be received by BRLPS till <b>01/08/2019</b> on email ID: <a href="mailto:proc.sp@brlps.in">proc.sp@brlps.in</a> & <a href="mailto:info@brlp.in">info@brlp.in</a> ❖ Queries & Clarifications will be uploaded on <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a> ❖ <i>Any changes proposed during the pre-bid meeting will be part of Bid.</i>
f) Last Date/Time for uploading the Tender	<b>17/08/2019</b> till 04:00 PM at <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a>
g) Time and date of online opening of bid (Technical + Financial)	<b>17/08/2019</b> at 04:30 PM BRLPS Office at Annexe-II, Vidyut Bhawan, Bailey Road, Patna-800 021. Interested bidders may be present during the bid opening.

**Performance Security:** Successful bidder/s has to deposit performance security at the rate of 5% of the contract value in Indian Rupees. The performance security is to be submitted in the form of Demand Draft/Bank Guarantee payable in favor of Bihar Rural Livelihoods Promotion Society, Patna. This Performance Security will be non-interest bearing. The period of Bank Guarantee will be communicated to successful bidder/s through Letter of Acceptance. The performance security shall be released within 60 days after final payment.

**The Bid has to be submitted through online mode on <https://www.eproc.bihar.gov.in>**

The application procedure, Instruction to bidders, schedule of requirements, Specification with Technical details, Price Schedule, Conditions of contract, eligibility criteria, evaluation methodology, terms and conditions and sample contract form are detailed in this bidding document which can be seen or downloaded from the "e-Procurement Portal <https://www.eproc.bihar.gov.in> and can be seen at departmental website: [www.brlp.in](http://www.brlp.in). Please refer Invitation for Tender document for complete details.

The bid validity period will be 90 days from the date of opening of bid.

The undersigned reserves the right to issue addendum/corrigendum/modification or to amend any or all conditions of this Tender Document or to accept or reject any or all bids(s) or to cancel the whole of this bidding document at any stage without assigning any reason thereof and no bidder shall have any cause of action or claim against the undersigned or BRLPS for the same.

**Chief Executive Officer-cum-Mission Director,**  
Bihar Rural Livelihoods Promotion Society,  
Annexe-II, Vidyut Bhawan,  
Bailey Road, Patna-800021.

**NOTICE INVITIG e-TENDER**  
**(Through e-Procurement Mode only)**  
**(<https://www.eproc.bihar.gov.in>)**

Tender No: 02/NRLM/2019-20

Date- 18.07.2019

Bids are invited from reputed and experienced agencies/firms/companies for Printing, Supply & Distribution of Report Card, Manual, Meeting Tracker Etc,

Sl. No.	Specification of Goods	Tenderprocessing Fee (Non Refundable) (inclusive of GST @18.00%) to be paid through e-payment mode (i.e. NEFT/ RTGS/ Credit Card/Debit card) (In Rupees)	Bid Security Deposit to be paid through e-payment mode (i.e. NEFT/RTGS/Credit Card/ Debit Card) (In Rupees)	Performance Security (In Rupees)
1	2	3	4	5
1.	As per Specification attached as Annexure-A	Rs. 1180.00	Rs. 56,000.00	5% of the contract value submitted

**NOTE: Bidder has to quote rate for entire items.**

## E-Tendering Process Related Instructions

### **Submission of Bids Through electronic mode only,**

1. The bidder shall submit his bid/tender on e-Procurement platform at [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in).
2. The bidder must have the Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the e-Tendering process. The bidder may use their DSC if they already have. For user-ID they have to get registered themselves on e-Procurement Portal <https://www.eproc.bihar.gov.in> order to submit their bids online on the same. **Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.**
3. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement web site at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate / documents in the e-Procurement web site. The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
4. All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the bidder will be rejected.

**Note: "Bids along with necessary online payments must be submitted through e-Procurement portal [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) before the date and time specified in the NIT/RFP. The department / Tendering Authority does not take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic / Holidays or any other reason."**

5. The tender opening will be done online only.
6. Any **Corrigendum/Addendum** or date extension notice will be given on the e-Procurement Portal <https://www.eproc.bihar.gov.in> as well as on BRLPS website at [www.brlp.in](http://www.brlp.in)
7. For support related to e-tendering process, bidders may contact at following address "e- Procurement HELP DESK First Floor, M/22, Bank of India Building, Road No-25, Sri Krishna Nagar, Patna-800001 Ph. No: 0612- 2523006, Mob- 7542028164" or may visit the link "Vendor Info" at [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)

### Instruction to Bidders

1. Bidders are advised to study all instructions, forms, requirements and other information in the tender document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the bidding document with full understanding of its implications.
2. The response to this tender should be full and complete in all respects. Failure to furnish all information required in the bidding documents or submission of a bid not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its bid at any stage i.e. even at post agreement execution stage.
3. Bid should be submitted by the Agency/Firm as Sole applicants only. No form of Consortiums/ Joint Ventures or sub-contracting is allowed. A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified.
4. A Bidder may be considered to have a conflict of interest for the purpose of this bidding process, if the Bidder is:-  
*"directly or indirectly controls, is controlled by or is under common control with another Bidder; or receives or has received any direct or indirect subsidy from another Bidder; or has the same legal representative as another Bidder; or has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process; or has a close business or family relationship with a professional staff of BRLPS."*
5. Alternative bids shall not be considered.
6. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.
7. Information relating to the evaluation of bids and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with the bidding process until information on Contract Award is published on portal.
8. Provided that the Bid is substantially responsive, BRLPS shall correct arithmetical errors on the following basis:
  - *if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;*
  - *if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and*
  - *if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to above.*
  - *Bidders shall have to accept correction of arithmetical errors. Failure to accept the correction shall result in the rejection of the Bid.*
9. BRLPS reserves the right to increase or decrease the quantities by 25 (twenty five) percent
10. The bidder is responsible for all the costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, preparation of bid, participation in meetings/discussions/presentations, in providing any additional information required by BRLPS to facilitate the evaluation process and Awarding of Contract.
11. BRLPS shall not in no case be responsible or liable for any of such above said costs, regardless of the conduct or outcome of the bidding process.
12. This bid document does not prevent or force BRLPS to award a contract. Further, no reimbursable cost may be incurred in anticipation of award or for preparing the Bid.
13. The selected bidder, to whom Letter of Acceptance (LOA) would be issued, will have to enter into an Agreement with the BRLPS within 10-15 days of issue of LOA. Till the time agreement was not executed, the LOA along with bid document will constitute a binding agreement between BRLPS and

the selected bidder.

14. The supplier has to provide proof (in hard copy in prescribed paper size) for approval before final printing.
15. All taxes, insurance and other levies shall be included in the quoted price.
16. The price should be quoted in Indian Rupees only.
17. Statutory deductions will be made at source if applicable.
18. The Price Schedules are available on [https:// www.eproc.bihar.gov.in](https://www.eproc.bihar.gov.in)
19. Financial bid/s has to submitted in on-line financial bid format (excel) under E-proc only and failure to comply the same will result in rejection of Bid.
20. BRLPS reserves the right to award the contract to the agency that is found to have the technical & financial Capability to execute the contract
21. Notwithstanding the above, BRLPS reserves the right to accept or reject any bid and to cancel the bidding process at any time prior to the award of contract, without assigning any reason what so ever.
22. Prior to expiration of the bid-validity-period, the award of contract(s) by the BRLPS will be notified to the bidder(s), whose offer(s) has/have been accepted. The terms of the accepted offer/offers shall be incorporated in the LOA/Contract Agreement.
23. An amount equivalent to 5% of the contract value in the form of Bank Guarantee / Demand draft shall have to be deposited by the successful bidder as performance guarantee. However no interest will be given to the successful bidder for this deposited performance security.
24. The contract would need be executed in the specified time frame and any delay in supply would attract panel provisions such as confiscation of performance security money etc. or levy of penalty @ 0.5% per week or part of the week up to a maximum of 10% of the contract value.
25. Inordinate delays in execution of order may lead to forfeiture of Performance Guarantee and cancellation of Agreement along with other legal actions including blacklisting.
26. **Eligibility Criteria & required documents to be uploaded**

S.N.	Criteria	Document to be uploaded (Signed photocopies)
(i)	Registered under Shops & Establishment Act/SSI or a Private Limited Company	Certificate/Registration Document
(ii)	Registered under GST Act	Registration Document
(iii)	Registered with Income Tax department	PAN Card
(iv)	Should have Minimum Annual Average Turnover of Rupees 60 lakh during the last three financial years (2017-18, 2016-17 & 2015-16)	Copy of audited Balance Sheet and P/L Account
(v)	Should have a single order for color printing for not less than Rs. 30.0 lakh	Work order/Contract Agreement/ Experience Certificate
(vi)	Should have own infrastructure for doing the job.	Affidavit to this regard before Notary
(vii)	Not indicted/blacklisted by Court/Govt. Dept.	Affidavit before Notary

27. Successful Bidder will be asked to submit sample of paper to be used in printing of above materials for approval.

### Conditions of Contract

1.	The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.
2.	The Agreement will be valid from the date of signature till the period of final payment to the vendor.
3.	No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.
4.	Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the <b>contract agreement</b> . The term “in writing” means communicated in written form.
5.	The Contract shall be governed by and interpreted in accordance with the laws of the Union of India.
6.	In the case of a dispute between BRLPS and Supplier, which cannot be amicable settled, the dispute shall be referred to adjudication or arbitration in accordance with the laws of India and it will be held at Patna and the langue of Arbitration will be ENGLISH.
7.	Quality of printed/supplied books of records may be verified either by a team of BRLPS officials constituted by the CEO or by a third party agency as per the decision of BRLPS. The quality verification may be done at printer site. Supplier has to inform in writing about the completion of printing, so that quality may be verified before delivery. If any deviation is observed in quality verification, appropriate deduction will be made from the bill.
8.	The Goods to be supplied shall be as specified in the Schedule of Requirement
9.	Delivery of the Goods shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. The supplier has to obtain receiving challans having name and quantity of supplied materials. The challans should be duly signed by authorized representatives of the concerned office with official seal.
10.	Prices charged by the Supplier for the Goods supplied under the Contract shall not vary from the prices quoted by the Supplier in its bid.
11.	Payment shall be released within 30 days after successful completion of supply and submission of bill/s along with delivery challans duly signed by representative of concerned office and quality verification report.
12.	The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination.
13.	<b>Liquidated Damages</b> <u>For delays:</u> The applicable rate is 0.5 % per week and the maximum deduction is 5 % of the contract price. On further delays, purchase order may be cancelled. For the period between confirmation received from supplier about completion of work and date of quality inspection/confirmation from BRLPS to start the delivery will not be considered as delay in supply.
14.	The Purchaser may at any time order the Supplier through notice to make changes within the general scope of the Contract in any one or more of the following: drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser; the method of shipment or packing; the place of delivery; and If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier in performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-



	<p>eight (28) days from the date of the Supplier receipt of the Purchaser change order.</p> <p>Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.</p>
15.	<p>It the bidder fails to do the jobs satisfactorily or is unable to complete the job on time, BRLPS reserves the right to cancel the Contract and forfeit the performance security without assigning any reason. Failure on the part of bidder to do so may result in cancellation of its bids and BRLPS may at its liberty negotiate with other bidders for the contract at L1 prices or at negotiated rates.</p>

**Schedule of Requirements & Delivery Schedule**

<b>Brief Description of the Goods</b>	<b>Specification</b>	<b>Quantity in Numbers</b>	<b>Delivery Period</b>	<b>Place of Delivery</b>
Family report card	As per detailed specification attached	3,84,140	Within 30-45 days from the date of contract	As per delivery schedule attached
SHG report card		38,414		
VO report card		2,834		
Manual		1,678		
Aao Khelen book		1,678		
Meeting tracker		1,678		
Library Materials Round 1		19,207		
Library Materials Round 2		19,207		
Library Materials Round 3		19,207		
Library Materials Round 4		19,207		

Delivery Schedule

SN	DPCU	Manual	Aao Khelen	Meeting Tracking Book	Family Report Card	SHG Report Card	VO Report Card	Library Round-1	Library Round-2	Library Round-3	Library Round-4
1	Nalanda	347	347	347	65,960	6,596	570	3,298	3,298	3,298	3,298
2	Gaya	346	346	346	72,120	7,212	584	3,606	3,606	3,606	3,606
3	Supaul	365	365	365	102,660	10,266	660	5,133	5,133	5,133	5,133
4	Purnea	432	432	432	103,700	10,370	778	5,185	5,185	5,185	5,185
5	West Champaran	188	188	188	39,700	3,970	242	1,985	1,985	1,985	1,985
<b>Total</b>		1,678	1,678	1,678	384,140	38,414	2,834	19,207	19,207	19,207	19,207

**Annexure- A (Detailed Specification)**

SN	Name of items	No. of Pages	No. of Sheets	Print Colour	Suggested colour of Page	Print	Size (Inches)	Paper	Page layout
1	Family Report Card	1	1	Black and White single side	White	One side	A4	90 GSM Maplitho	Portrait (Loose)
	(बच्चों का जाँच प्रपत्र)								
2	SHG Report Card	1	1	Black and White single side	White	One side	A4	90 GSM Maplitho	Landscape (Loose)
	(समूह रिपोर्ट कार्ड)								
3	VO Report Card	1	1	Black and White single side	White	One side	A4	90 GSM Maplitho	Landscape (Loose)
	(VO रिपोर्ट कार्ड)								
4	Manual	24	12	Cover page multicolour & rest pages as per sample	White	Both side	A4	100 GSM Maplitho	Portrait (Book form)
	(बैठक के लिए निर्देशिका)								
5	Aao Khelen book	56	28	Cover page multicolour & rest pages as per sample	White	Both side	A5	100 GSM Maplitho	Landscape (Book form)
	(आओ खेलें)								
6	Meeting Tracker	14	7	Black and White	White	Both side	Legal size	Maplitho paper	Landscape
	(जीविका बैठक विवरणी पुस्तिका)								
7	Library Materials Round 1	24	12	Multi colour	White	Both side	A3	110 GSM Art Paper	Landscape with perforating
	(लाईब्रेरी गतिविधि चरण-1)								
8	Library Materials Round 2	28	14	Multi colour	White	Both side	A3	110 GSM Art Paper	Landscape with perforating
	(लाईब्रेरी गतिविधि चरण-2)								
9	Library Materials Round 3	28	14	Multi colour	White	Both side	A3	110 GSM Art Paper	Landscape with perforating
	(लाईब्रेरी गतिविधि चरण-3)								
10	Library Materials Round 4	28	14	Multi colour	White	Both side	A3	110 GSM Art Paper	Landscape with perforating
	(लाईब्रेरी गतिविधि चरण-4)								

**Price Schedule**

S.N.	Description of Goods	Specifications of Goods Offered	Quantity and Unit	Price for each unit (Rs.)				Total Price (Rs.)	
				Unit rate including excise, customs duty	GST	Transportation, insurance, local incidental costs, etc.	Quoted Unit rate	(in figures)	(in words)
[1]	[2]	[3]	[4]	[5(a)]	[5(b)]	[5(c)]	[5(a+b+c)=5(d)]	[(6)=5(d)x(4)]	[7]
1	Family Report card		3,84,140	<p align="center"><b><u>PLEASE DO NOT QUOTE RATES HERE.</u></b></p> <p align="center">A separate price schedule in excel format is available on <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a> to quote the rates.</p>					
2	SHG Report card		38,414						
3	VO report card		2,834						
4	Manual		1,678						
5	Aao Khelen book		1,678						
6	Meeting tracker		1,678						
7	Library Materials Round 1		19,207						
8	Library Materials Round 2		19,207						
9	Library Materials Round 3		19,207						
10	Library Materials Round 4		19,207						
							<b>Total:</b>		

### Contract Agreement Format

THIS CONTRACT AGREEMENT IS MADE ON the [insert: number] day of [insert: month], [insert: year].  
BETWEEN

1. [insert complete name of Purchaser], a [insert description of type of legal entity, for example, an agency of the Ministry of ... of the Government of {insert name of Country of Purchaser}, or corporation incorporated under the laws of {insert name of Country of Purchaser}] and having its principal place of business at [insert address of Purchaser] (hereinafter called "the Purchaser"), and
2. [insert name of Supplier], a corporation incorporated under the laws of [insert: country of Supplier] and having its principal place of business at [ insert: address of Supplier ] (hereinafter called "the Supplier").

WHEREAS the Purchaser invited bids for certain Goods, viz., [insert brief description of Goods and Services] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of [insert Contract Price in words and figures, expressed in Rs] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract Agreement. This Agreement shall prevail over all other contract documents: In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed below.
  - a) The letter of Acceptance
  - b) this Contract Agreement
  - c) The Supplier's Bid and original completed Schedules including Price Schedules
  - d) Instruction to Bidder
  - e) Conditions of Contract
  - f) Technical Requirements (including Schedule of Requirements and Technical Specifications with delivery schedule)
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of [insert the name of the Contract governing law country] on the day, month and year indicated above.

**For and on behalf of the Purchaser**

Signed: [insert signature]

in the capacity of [ insert title or other appropriate designation ]

in the presence of [insert identification of official witness]

**For and on behalf of the Supplier**

Signed: [insert signature of authorized representative(s) of the Supplier]

in the capacity of [ insert title or other appropriate designation ]

in the presence of [ insert identification of official witness]