

**NOTICE INVITING TENDER FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF BIOMETRIC DEVICE AT CHENNAI CAMPUS OF IIM TIRUCHIRAPPALLI**

**Tender No. IIMT/2022-23/IT/CC/BM/44 dated: 11.10.2022**

**(E-Procurement Mode)**

Details	Date	Time	Venue
Name of Work/ Service	<i>“Tender for Supply, Installation, Testing and Commissioning of Biometric Devices at Chennai Campus of IIM Tiruchirappalli”</i>		
Date of issue of Tender Document	11.10.2022	18.00 Hrs. onwards	-
Pre bid Clarification	18.10.2022	15.00 Hrs.	If the Bidder has any queries/clarifications, please e-mail to <a href="mailto:purchase@iimtrichy.ac.in">purchase@iimtrichy.ac.in</a> by 03.00 pm, 18.10.2022.
Last date for Submission of Tenders	26.10.2022	10.30 Hrs.	-
Opening of e-Tenders	26.10.2022	10.45 Hrs.	-
EMD	EMD Amount Rs. 4,200/- to be remitted in MoE’s E-Wizard Portal through online mode.		
Copies of payment transaction receipt for <b>EMD</b> has to be attached with the application form, without which the bid won’t be considered. The payment of EMD is exempted for <b>MSME Bidders</b> . Bidders claiming exemption should attach the necessary documentary proof along with the tender document.			
Tender Document	The tender document can be downloaded from the IIM TIRUCHIRAPPALLI website <a href="https://www.iimtrichy.ac.in/tender-published">https://www.iimtrichy.ac.in/tender-published</a> and MoE e-Wizard Portal ( <a href="https://mhrd.euniwizarde.com">https://mhrd.euniwizarde.com</a> )		
Mode of Submission of Tender	In MoE’s e-Wizard Portal( <a href="https://mhrd.euniwizarde.com/">https://mhrd.euniwizarde.com/</a> )		

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### **Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the Portal (<https://mhrd.euniwizarde.com/>)

#### **1. Registration Process on Online Portal**

- a. Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com/> by clicking on the link “Bidder Enrolment”.
- b. The bidders need to choose a unique username and assign a password for their accounts.
- c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal.
- d. Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
- e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSCs to others which may lead to misuse.
- f. Bidder can then log into the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token

#### **2. Tender Documents Search**

- a. Various built-in options are available in the e-Wizard Portal like Department name, Tender category, estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- b. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘Interested Tenders’ folder.
- c. The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

#### **3. Amendment of Bid Document**

- a. At any time prior to the deadline for submission of proposals, IIM Tiruchirappalli (IIMT) reserves the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.
- b. The Institute may at its own discretion extend the last date for the receipt of bids.
- c. IIM Tiruchirappalli reserves the right to cancel the tender without assigning any reason at

any stages of evaluation before finalization.

d. IIM Tiruchirappalli also reserves the right to, at any time and in its absolute discretion the following:

- Accept or reject all bids.
- To obtain further clarification or supporting documents during the evaluation.
- To suspend, discontinue, modify and/or terminate the Tendering process at any time.

#### **4. Assistance to Bidders**

- a. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b. Any queries relating to the process of online bid submission or queries relating to e- Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994/87/89/88/81/90/92/82 011-49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604, [eprochelpdesk.01@gmail.com](mailto:eprochelpdesk.01@gmail.com), [eprochelpdesk.03@gmail.com](mailto:eprochelpdesk.03@gmail.com), [eprochelpdesk.06@gmail.com](mailto:eprochelpdesk.06@gmail.com)

5. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

**6. The bid should be submitted through the e-Wizard portal (<https://mhrd.euniwizarde.com>) only.**

## NOTICE INVITING TENDER

### 1. OVERVIEW

Indian Institute of Management Tiruchirappalli (hereinafter referred to as IIMT) is an Institute of National Importance established by the Ministry of Education (Shiksha Mantralaya), Government of India. More details about IIM TIRUCHIRAPPALLI are available in our website [www.iimtrichy.ac.in](http://www.iimtrichy.ac.in).

The Chennai Campus of IIMT is located at No.45, First Floor, Ramaniyam Siddarth Building, North phase, Thiruvika Industrial Estate, Ekkatuthangal, Chennai-32.

IIM TIRUCHIRAPPALLI invites e- Tender for *Supply, Installation, Testing and Commissioning of Biometric Devices at Chennai Campus of IIM Tiruchirappalli.*

### 2. BASIC ELIGIBILITY CONDITIONS FOR THE BIDDERS

- a. The bidder(s) should be registered with the Goods and Services Tax council for the purpose of Goods & Service Tax (GST). A copy of the GST Registration Certificate, PAN and Bank account details should be submitted along with the tender document. The names appearing on all these documents and the tender document should be the same or linked.
- b. Details of web API should be enclosed in the technical bid.
- c. The Bidder should give a self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per [Annexure-IV](#).
- d. The bidders should not be blacklisted by any department of the Government of India or any State Government and Private organization in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India. An undertaking to this effect in the Company letterhead duly signed by the owner/partner or both to be enclosed, as per [Annexure-V](#).

### 3. BID PREPARATION

- a. Bidders should take into account any corrigendum published on the tender document before submitting their bids.
- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c. Please note the number of covers in which the bid documents have to be submitted, and the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to the rejection of the bid.
- d. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

#### **4. PROCEDURE FOR SUBMISSION OF TENDER**

- a. Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time, i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b. The tender document should be downloaded from the IIM Tiruchirappalli website <https://www.iimtrichy.ac.in/tender-published> and e-Wizard Portal <https://mhrd.euniwizarde.com/>
- c. The bidder(s) shall not make any changes or amendments to the tender document as published on the IIM Tiruchirappalli website and MoE's e-Wizard Portal.
- d. All the pages of the tender document being submitted must be duly (Digitally) signed as per the procedures and requirements stipulated herein.
- e. The tender document should be filled in legible handwriting/printing/typing without any ambiguity.
- f. If any correction is necessary on the information provided by the bidder, the same should be made after scoring out the old entry. In any case, there should not be any overwriting. All the corrections should be attested with the full signature of the bidder with the date.
- g. Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- h. The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and any alteration of the prescribed tender format will entail outright rejection of the bid application.

#### **5. EARNEST MONEY DEPOSIT**

- a. The bidder(s) should remit an Earnest Money Deposit (EMD) of Rs. 4,200/- (Rupees Four thousand and Two hundred only) at MoE's e-Wizard Portal. A copy of the payment transaction receipt has to be attached with the e-Tender application form, without which the tender won't be considered for the bidding process.
- b. The EMD of the successful bidder will be adjusted against the Interest free Security Deposit.
- c. The EMD of the unsuccessful bidders will be released after the finalization of the tender. No interest is payable on the Earnest Money Deposit (EMD).
- d. Micro and Small Enterprises (MSEs) firms as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.

- e. The bidders who seek exemption from EMD as per the clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract, and they fail to sign the contract or to submit performance security before the deadline defined in the bid document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

## 6. SUBMISSION OF BIDS

The Online bids (complete in all respect) must be uploaded online in single covers as explained below:

- i. The following documents are to be furnished as a single PDF file by the bidder(s) as per the tender document except for **Annexure-II** of Price bid-BoQ
- ii. Bid declaration form as per **Annexure - IV**.
- iii. Undertaking certificate as per **Annexure – V**.
- iv. Copy of PAN and GST Registration.
- v. Details of web API.
- vi. Duly (Digitally) Signed Tender document and its all annexures.
- vii. **Annexure-II** of Price bid –BoQ in MS Excel “.xls” format should be uploaded on the same cover.

## 7. PRE-BID CLARIFICATION

If the Bidder has any queries/clarifications, please e-mail to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) by 3.00 pm, 18.10.2022.

The answers/clarifications to the bidders will be communicated after the pre-bid clarification deadline (i.e 3.00 pm, 18.10.2022).

## 8. OPENING OF BIDS

The bids will be opened by the Tender Opening Committee on 26.10.2022 at 10.45 Hrs through the e-wizard online portal.

The Institute reserves the right to accept or reject any or all the offers, including the lowest, without assigning any reason.

## GENERAL TERMS & CONDITIONS

- a) The successful bidder should provide a letter for the Warranty period of **Three years** for the ***Supply, Installation, Testing and Commissioning of Biometric Devices at Chennai Campus of IIM Tiruchirappalli.***
- b) The successful vendor should provide a demo product within 4 days after the release of the work order to test the integration feasibility with the software.

**c) DELIVERY SCHEDULE**

- i. The successful bidder should complete the *Supply, Installation, Testing, And Commissioning of Biometric Devices at Chennai Campus of IIM Tiruchirappalli* within **15 days** from receipt of the Purchase Order.
- ii. In case the firm fails to supply, Commissioning/install the required items within the specified period, the Purchase Order as a whole may be terminated. Applicable penalties would be levied to the supplier/vendor. The decision of the competent authority in the matter of penalties would be final and binding.

**d) PAYMENT TERMS**

- i. No advance payment will be made in any case.
- ii. Payment will be released after successful installation and commissioning of all the items/supply of all the items (including mounting on wall) within 25 days' subject to submission of Invoice/Bill with all relevant documents like warranty certificate, etc.
- iii. Payment for the biometric attendance systems will be released only after the successful integration with the existing software by the AMC provider of the software (Student Administration ERP). Necessary Web API details and guidance to be provided by the supplier to the software developer.
- iv. TDS and any other Government levies applicable on bills as per Government instructions/notifications issued from time to time shall be applicable and deducted from Supplier/Vendor/Service Provider's bills.

**e) WARRANTY OF QUALITY**

- i. The item supplied should carry the warranty as per the requirement mentioned in Technical Specification Section ([Annexure-III](#)). The successful bidder should provide a letter for the Warranty period of Three years for the Supply, Installation, Testing, And Commissioning of Biometric Devices at Chennai Campus of IIM Tiruchirappalli.
- ii. The defects, if any, during the guarantee/warranty period are to be rectified free of charge by arranging free replacement wherever necessary. IIM Tiruchirappalli officials would claim the warranty either directly with the OEM or through the successful bidder/supplier.
- iii. During the warranty period if there is any software integration is needed with a new software application, then necessary API and guidance to be provided.

**f) PENALTY CLAUSE**

Deficiency/delay in Supply/Quality will be construed as lapses on the part of the vendor. Such lapses due to vendor will be viewed seriously, and penalties will be imposed on the vendor in case of any delay in providing the required materials as covered by this Tender within the stipulated date and timings. IIM Tiruchirappalli reserves the right to impose the penalty, and the quantum of the penalty will be decided in individual cases, and decision of the competent authority at IIM Tiruchirappalli, shall be final and binding



In case the Vendor fails to supply any items within a specified delivery period, the same items will be obtained from the open market and the difference in cost, if any, will be recovered from the EMD or from the pending bill(s) of the defaulting firm or the Vendor if the recoverable amount exceeds the EMD and if there are no pending bills due to be paid to the respective Vendor.

**g) Additional Quantity Clause:**

IIM Tiruchirappalli shall exercise an option to procure an additional Quantity of the items in addition to the quantity initially mentioned in the tender in accordance with the same rate, terms & conditions of the tender. It will be entirely at the discretion of the Buyer (IIMT) to exercise this option or not.

**h) Repeat Order Clause:**

IIM Tiruchirappalli shall place the repeat order for the same quantity of the items or less as per the rate quoted by the successful Bidder (L1) within six months from the date of supply/successful commissioning/installation of the work with the same terms & conditions of the tender. In extra-ordinary circumstances, a repeat order shall be placed within 1(one) year. It would be entirely at the discretion of the buyer (IIMT) to place the repeat order or not.

**i) Forfeiture of Earnest Money:**

The earnest money will be forfeited in the following cases:

- i. Earnest Money is liable to be forfeited and the bid is liable to be rejected, if a bidder withdraws or amends or impairs or derogates from the Tender in any respect within the period of validity and/or after opening the Tender. Such bidders will also be blacklisted.
- ii. When information/certificate/document furnished is found to be false at any stage.
- iii. When the bid documents have been manipulated or altered after they are downloaded from the website.

**j) Performance Security Details:**

- i. The successful Bidder will be required to remit an interest free **Performance Security Deposit of 3% of the Work Order** value through online transfer to IIM Tiruchirappalli Bank Account, within ten working days from receipt of the work order. **The Security Deposit will remain with the Institute until the completion of the Warranty period of Three Years and it will be refunded after adjusting applicable deductions, if any.**
- ii. Performance Security will be forfeited if the vendor fails to perform/abide by any of the terms or conditions of the contract.
- iii. In case, the Vendor fails to provide the required services as covered by this Tender within a specified delivery period, the same items will be obtained from the open market, and the difference of cost, if any, will be recovered from the Performance Security or from the pending bill(s) of the defaulting firm or from the vendor if the recoverable amount exceeds the Performance Security and there are no pending bills due to be paid to the respective vendor.

### **k) CONDITIONAL BIDS**

Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered.

### **l) BIDS CRITERIA**

- i. The bidder should quote the rate for all the items mentioned in the Price Bid (BoQ), otherwise, the price bid will not be considered for evaluation.
- ii. The rates quoted by the tenderer should be inclusive of all charges (Delivery to IIM Tiruchirappalli), Supply, Installation, Testing, Commissioning, Packing, Loading and unloading, etc., but **except GST** and must hold good till the completion of the supply/work and shall not be subjected to any escalation. No claim on this account whatsoever shall be entertained at any stage, including the extended period, if any.
- iii. Price Bid i.e. BoQ given with the tender to be submitted after filling all relevant information and it should be as per the specifications **mentioned in the price Bid (Annexure-II)** and as per the format available with the tender, failing which the offer will be rejected (renaming or changing the format of BoQ) will not be acceptable. The Bidder should quote the price inclusive of all charges but **exclusive of GST**.
- iv. The quantities mentioned in Price Bid are tentative and shall be increased or decreased depending upon the requirements of the Institute.
- v. **Price Bid** (BoQ) given in tender to be submitted after filling in all relevant information. The priced BoQ should be submitted strictly as per the Price Bid (BoQ) **Annexure-II**, failing which the offer will be rejected.
- vi. Arithmetical errors, if any, shall be rectified on the following basis. If there is a discrepancy between the unit price and total price, then the unit price shall prevail, and the total price shall be corrected by the Institute. If the Bidder does not accept the correction of the errors, the bid shall be rejected. All Rates, Prices, Amounts and Sums quoted by the bidder shall be in Indian currency only. The language used throughout shall be English.

### **m) VALIDITY OF BIDS AND RATES**

- i. All the quoted rates would be valid until the completion of the contract. No escalation of price whatsoever would be allowed during the currency of the contract, including an extended period if any.
  - ii. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of the bid.
- n) Canvassing in connection with the tenders is strictly prohibited, and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Tiruchirappalli shall block his/ her tender from being considered. Canvassing on the part or**

on behalf of the tenderer will also make his tender liable to rejection.

- o) Authority of the person signing the document:** A person signing the tender application or any documents forming part of the contract on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry, it appears that the person, so signing had no authority to do so, the IIM Tiruchirppalli may without prejudice to other civil and criminal remedies cancel the contract and held the signatory liable for all cost and damages.
- p) In respect of the supply to IIM Tiruchirppalli, the vendor shall be liable for depositing all taxes, levies, cess, etc., to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.**
- q) Arbitration:** In case of any unreconciled disputes between the parties IIM Tiruchirppalli and the agency/firm to whom the contract had been awarded, arising out of any of the terms of the Tender document, the dispute shall be referred to a single Arbitrator mutually agreed, as per Arbitration and Reconciliation Act 1996, in Tiruchirappalli jurisdiction. The decision of the Arbitrator shall be final and binding on both parties. The language of the arbitration shall be English. The Place and seat of arbitration shall be in Tiruchirppalli.
- a) Jurisdiction:** All disputes arising out of this contract shall be subjected to the Courts at Tiruchirappalli.

**ANNEXURE – I: PROFILE OF THE BIDDER**

Sl. No.	Required Information	Description
1	Name of the agency / firm / company	
2	Address of the agency / firm / company	
3	Mobile / Telephone Number	
4	E- Mail Id	
5	Legal status (Individual, proprietary, partnership firm, limited company, etc.)	
6	Statutory details (Photocopies to be attached):	
	a. Registration number of the firm. (as per Shops and establishment act.).	
	b. PAN No. of the Agency	
	c. GST No. of the Agency	
7	Has your firm/company ever changed its name any time? If yes, provide the previous name and the reasons there for?	
8	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
9	<b>BANK ACCOUNT DETAILS:</b>	
	Name of the Bank	
	Name of the Branch	
	Account Number	
	Type of Account	
	IFSC Code No. (copy of the cancelled cheque should be enclosed)	

**ANNEXURE-II: (PRICE BID - BOQ)**

**Price Bid in MS Excel (.xls format) file should be uploaded separately as per the instructions provided in the online submission of bid**

**Note: Bidder Should not make any changes in Specification mentioned in Price Bid and should quote the rate for only Brands and Specification Mentioned in Technical Specification Section/Price Bid, else bid will be rejected.**

**ANNEXURE – III (TECHNICAL SPECIFICATIONS)**

S. No	Description	Quantity
1	<p><b><u>Supply, Installation, Testing and Commissioning of Biometric Devices at Chennai Campus of IIM Tiruchirappalli</u></b></p> <ul style="list-style-type: none"> <li>• The device should support both Facial recognition and finger sensing methods.</li> <li>• Speed face reading feature or equivalent should be available for the fast sensing/processing of attendance.</li> <li>• It should recognize face up to 1 meter distance between face and the device/camera.</li> <li>• The device should support at least 2000 active user/student capacity.</li> <li>• Face recognition will be used as the primary method and if it does not work then it should switch to the Finger verification option.</li> <li>• Should be able to connect multiple devices concurrently through LAN and the same has to be connected with a centralized database.</li> <li>• It should preferably work wirelessly via institute's WiFi network as well.</li> <li>• It should have a power supply unit with Indian standards.</li> <li>• The successful bidder should mount this device on wall. Necessary mounting brackets to be provided along with the device.</li> <li>• It should have a color LCD/LED display for better visibility and confirmation.</li> <li>• It should work in a centralized environment integrating multiple biometric devices with a single database.</li> <li>• Necessary Web API details along with support to be provided to integrate this device with our existing student administration software application. [OLT Campus ERP Software from A &amp; S Software Consultancy Pvt Ltd, New Delhi]</li> <li>• Should provide necessary support to the software developer to integrate the biometric attendance devices with the existing software. Shall also provide RAW Database if needed.</li> <li>• We would use a device in each classroom and simultaneously 4 devices would be functional simultaneously in 4 classrooms for marking the attendance of the students.</li> <li>• The device should be suitable for marking classroom attendance (subject/session wise).</li> <li>• The device should accept sufficient fields to enter the classroom attendance along with name of the program, batch (admission year), term, student name/roll number, name of the session/subject, classroom number etc for the class wise segregation/processing of the data through the existing ERP.</li> <li>• At least one field should support alphanumeric values.</li> <li>• At least 3 years' warranty should be provided for the hardware</li> </ul> <p><b>Approved makes:</b> eSSL, realtime, Suprema, Zkteco, Fortuna &amp; Matrix</p>	4 Nos

**Note:** The Bidder Should quote the rate as per the specifications mentioned in The Price Bid, or else the bid will be rejected.

**ANNEXURE-IV: BID DECLARATION FORM**

To

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road,

Chinna Sooriyur Village,

Tiruchirappalli - 620 024,

I, \_\_\_\_\_ (name of the person) hereby declare that I am authorized to sign this document and that:

- a. All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.
- b. I understand that the decision taken by the Tiruchirppalli is final and binding in all matters.
- c. I hereby agree to work as per the terms and conditions stipulated by Tiruchirppalli.
- d. I understand that the Tiruchirppalli reserves the right to accept or reject and to cancel the tender and reject all bids at any time prior to the award of the contract, without detailing any specified reasons whatsoever.

**Authorized signatory with seal**

**ANNEXURE – V (UNDERTAKING CERTIFICATE)**

It is certified that I, \_\_\_\_\_ (name of the person)

S/o Shri \_\_\_\_\_

r/o \_\_\_\_\_

\_\_\_\_\_ am authorized to sign this document on behalf of M/s.

\_\_\_\_\_ (the name of the firm / company which is bidding

in this tender) and that our firm / company have never been blacklisted by any of the Government

Organization / Agencies in the past and there is no criminal case registered against our firm /

company or its owner / partners anywhere in India.

Name:

Place:

Designation:

Date:

Signature: