



HIGH COURT OF MANIPUR

HCM/E-43/2016-Estt/Pt-I/Vol-VIIC

Dated: 10/01/2019.

Bid Document for Supply, Install, Configure, Commissioning of Projector with Screen, External USB HDD (2 TB) with External Power Adapter and UPS 600 VA for various Sub-ordinate Courts and MJA.

**Office of the Registrar General,
High Court of Manipur,
Mantripukhri, Imphal – 795002.**

**e-mail: cpc-mnp@aij.gov.in
Phone: 8787789889**

1. INTRODUCTION

The High Court of Manipur intends to procure 1) **16 Nos. of Projector with Screen**, 2) **15 Nos. of External USB HDD (2 TB) with External Power Adapter**, and 3) **15 No. of 600 VA UPS for Network Switch** for supply and installation at various Sub-ordinate Courts and MJA in the State of Manipur, in implementation of Phase-II of eCourts project under the e-Committee, Hon'ble Supreme Court of India.

2. QUANTITY

- I. Projector with Screen – **16 Nos.**
- II. External USB HDD (2TB) with External Power Adapter – **15 Nos.**
- III. 600 VA UPS for Network Switch – **15 No.**

The total requirement of quantity mentioned above is to be Supplied, Installed, Configured and Commissioned in various Sub-ordinate Courts and MJA in the State of Manipur as per **Annexure-1**.

3. SPECIFICATION OF I) Projector with Screen – **Annexure-2a**, II) External USB HDD (2TB) with Ext. Power Adapter – **Annexure-2b** and III) 600 VA UPS for Network Switch – **Annexure-2c** are approved by the e-Committee, Hon'ble Supreme Court of India. In case of any clarifications/queries, interpretation of Technical Specifications by e-Committee, Hon'ble Supreme Court of India is final.

4. SCOPE OF WORK

4 a) Supply, Install, Configure and Commissioning of:

- I) Projector with Screen – **Annexure-2a**
 - II) External USB HDD (2TB) with External Power Adapter – **Annexure-2b** and
 - III) 600 VA UPS for Network Switch – **Annexure-2c**
- with onsite comprehensive warranty for 5 (five) Years except II).

4 b) Installation & Working satisfactory reports to be collected from the Court Locations: The Successful Bidder, shall supply the Hardware as per the specifications referred in **clause 3**.

All items shall first be delivered at the High Court of Manipur at Mantripukhri as transit point. The hardware shall then be checked and tested in the High Court Premise in presence of High Court technicians. If no defects are found, the vendor shall deliver the said hardware to the respective Locations as given at Annexure -1 for installation.

After Supply, Install, Configure and Commissioning of all the above items and hardware at respective Court Locations, the successful bidder shall collect the following reports –

(i) Proof of Delivery, **(ii)** Installation Certificate, **(iii)** Work Satisfactory Certificate - within 7 (Seven) working days from the date of installation duly signed, with seal/court seal by the senior most Judicial Officer or the Nodal Officer of the court location and Technical Person, if any, of respective District Court/MJA with a proper documentation. This is required for further process of auditing, payment, lodging the complaints etc.

4 c) Payment Processing: Only on production of such certificates as mentioned above with a proper documentation of the successful bidder, the payment shall be processed by the High Court of Manipur.

4 d) Information Sharing: Court Location wise supplied items description, make model, items serial numbers, Date of Installation, Date of warranty Start and Date of Warranty end & Escalation Matrix are to be furnished to the High Court of Manipur in excel sheet.

5. QUALIFICATIONS CRITERIA

The bidder shall possess the following qualifications as minimum conditions:

- a) Technical Specifications - Compliance sheet is to be Filled/Enclosed by bidders in column 4 of **Annexure 2a, Annexure 2b and Annexure 2c.**
- b) The bidder should have a turnover of at least Rs. 50 lakh per year from dealing with IT products in the last three years i.e. for the year **2015-2016, 2016-2017 & 2017-2018.**
Turnover Information and documentary evidence to support this response shall be attached as per **Annexure-3.**
- c) The successful bidder should be a manufacturer or an authorized dealer and shall submit **Manufacturer Authorized Form (MAF)** as per **Annexure-4.**
- d) Experience in relevant area is to be summarized and enclosed as per – **Annexure-5.**
- e) Financial bid is to be indicated in the format at **Annexure-6** inclusive of all Taxes, Levies, freight, forwarding, other expenses, etc. Conditional price bid would not be acceptable to tendering authority.
- f) **Note:**
 - (1). Uploading of **Annexure-1 and Annexure-7** is NOT required.
 - (2). Uploading of **Annexure-2a, Annexure-2b, Annexure-2c, Annexure-3, Annexure-4, Annexure-5 and Annexure-6** are mandatory.

- g)** Bidders should be GST compliant and should submit the proof of GST registration. A copy GST/VAT/ST/CST No. allocated by the Sales Tax Authorities, as well as PAN number of the firm allotted by the Income Tax authorities should be submitted.

6. PERIOD OF WARRANTY

- a)** The warranty shall be for a period of 3 (three) years for External HDD and 5 (Five) Years for other Hardware with comprehensive onsite support for all the Hardware parts.
- b)** If additional period of warranty is provided by the vendor at the same cost, that will be an added advantage.

7. EARNEST MONEY DEPOSIT (EMD): Each bidder shall pay Rs. **50,000/- (Rupees Fifty Thousand Only)** as the Earnest Money Deposit in the form of demand draft. The demand draft should be drawn on a nationalized/scheduled bank valid for minimum 90 days and in favour of “CPC, Central Project Coordinator”, High Court of Manipur payable at Imphal. The tender without the EMD would be rejected outright.

8. PERIOD OF RATE CONTRACT

This rate contract shall be valid for a period of **24 (Twenty Four)** months from the date of entering into the agreement. High Court of Manipur reserves the right to place orders for additional quantities as and when required during this period.

9. RESPONSIBILITY OF THE SUCCESSFUL BIDDER

The responsibilities of the Successful bidder are as follows:

- a) Supply, Install, Configure and Commissioning of
 - I) Projector with Screen as per **Annexure-2a.**
 - II) Ext. USB HDD (2TB) as per **Annexure-2b** and
 - III) 600 VA UPS for Network Switch as per **Annexure-2c.**

- b) Comprehensive onsite maintenance for 3(three) years for HDD and 5 (Five) Years for other Hardware that are going to be supplied by the vendor as in **clause 6** for period of warranty.

- c) An agreement has to be executed in this behalf in the form approved by the High Court of Manipur. – Draft **Service Level Agreement (SLA)** is at **Annexure-7.** (Subject to final approval by the High Court of Manipur).

- d) The vendor should install all the items at specified site without any additional charges.

10. OTHER TERMS OF CONTRACT

- 10.1) Quote:** The bidders shall quote in Indian Rupees and the quoted price shall be inclusive of all taxes, duties, statutory levies, supplying, installing, commissioning, freight & forwarding. Any changes in the quoted price are not allowed after the submission of the bid.
- 10.2) Licenses:** All licenses should be in the name of the “Registrar General, High Court of Manipur, Imphal”.

- 10.3) Performance Bank Guarantee(PBG):** The successful bidder is required to furnish an unconditional and irrevocable Bank Guarantee for an amount equivalent to 10% of total price as quoted in the financial bid within 15 days of issue of purchase order valid for the period of contract + 1 month. Else, EMD amount would be forfeited.
- 10.4) Unresponsive Bids:** Bids with incomplete documentation may be treated as non-responsive and summarily be rejected. Bidders are hereby directed to ensure that all documentation/supporting documentation including documentary evidences in support of qualification criteria, testimonials etc., are complete and submitted as part of the Bid.
- 10.5) Award of Contract:** The Contract will be awarded to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the Best Value Bid. The decision of High Court of Manipur is final in this regard.
- 10.6) Reports:** Reports to be collected from the Court Locations by the successful bidder – After Supply, Installation, Configure and Commissioning of all the above mentioned bid items as per **Clause 2** at respective Court Locations, the successful bidder shall collect the reports as contemplated in **Clause 4(b)**.
- 10.7) Payment to Successful Bidder:** The payment terms shall be as follows: -
- (i) Payment shall be processed in full on receipt of the installation report and working satisfactory report as referred in **clause 4(b)** and

clause 10.6 of the tender notification document.

- (ii) High Court of Manipur is entitled to make recoveries of penalties, excess payment and applicable taxes from bidder's bill if lawfully needed.

10.8) Penalty for delivery and installation: If successful bidder fails to supply and install all the bid items as per **Clause 2** within **60 (sixty) days** from the date of issue of Purchase Order, a penalty of **1%** of the total cost of each price of the bid items per week (maximum 2 weeks) of that location will be charged and deducted from the amount payable to bidder. For supplies and installation beyond two weeks, penalty of **2%** per week will be charged until the delivery & installation is complete.

10.9) Termination of contract: High Court of Manipur reserves the right to cancel the contract placed on the bidder if:

- a) The bidder commits breach of any of the terms and conditions.
- b) The bidder goes in to liquidation voluntarily or otherwise.
- c) The service is found unsatisfactory during the warranty period.

10.10) The Earnest Money Deposit (EMD): may be forfeited:

- a) If the bidder withdraws its bid during the period of bid validity.

OR

- b) In case of successful bidder, if the bidder fails to sign the contract and furnish the Performance Bank Guarantee (PBG) as per

clause 10.3 from the date of the order.

10.11) Unsuccessful bidder's Earnest Money Deposit (EMD): will be discharged as early as possible.

10.12) Successful bidder's Earnest Money Deposit (EMD): will be discharged upon the bidder furnishing the Performance Bank Guarantee (PBG) as per **clause 10.3** along with all other compliances of Supply, Installation, Configure and commissioning etc.,

10.13) Site not ready: In case it is found that, the site is not ready for delivery and installation, Office of the District Judge of concerned District/Presiding Officer of Tribunal or Special Court concerned will make arrangements to take material into stock, test the items and certify for further needful steps.

10.14) Variation in Quantity: The quantity of items to be procured is indicative & the same may vary.

10.15) Service Centre of the Bidder: Bidder should have at-least one authorized Service Centre in the State of Manipur and the same shall be furnished to this office at any time on demand. In case the Bidder does not have one, the bidder will have to open/arrange a Service Center within one month of the issue of the Purchase Order.

10.16) The bidder should not be blacklisted: by Central Government /Government of Manipur/any Other State Government/UT or its agencies for any reasons including for corrupt or fraudulent practices or for indulging in unfair trade practices or for backing out from execution of contract after award of work.

10.17) Pending Judicial Case: Neither the bidder nor the OEM should have

any pending case with Central/State/UT pertaining to fraud/any corrupt practices in India.

10.18) Technical Manuals: All equipment will have to be supplied with all the detailed operational & maintenance manuals at free of cost.

10.19) Currency Rate Variation: High Court of Manipur is not responsible for variation in foreign currency exchange rates.

10.20) Validity of the Bid: The bid validity is 180 days from the date of opening the Technical Bid.

10.21) Legal Jurisdiction: All legal disputes are subject to the jurisdiction of High Court of Manipur only.

11. SUBMISSION, RECEIPT, AND OPENING OF BIDS TIME LINES:

a) Submission: The original proposal shall be prepared and uploaded in the e-procurement portal of Government of Manipur namely *manipurenders.gov.in*. The completed price bid must be uploaded on or before the due date.

b) Last Date for Bid Submission:

The last date for bid submission through e-procurement portal and the date of opening of tenders will be as mentioned below:

a) LAST DATE FOR SUBMISSION OF BIDS: 5-02-2019 @ 11 am

b) DATE FOR OPENING OF BIDS: 5-02-2019 @ 11:30 am

c) Date of opening of Financial Bids of Technically Qualified Bidders: Within **3(three)** days from the date of declaring technically qualified bids.

- 12. BID FORMAT:** The tender is a two bid cover system. Technical Bid and Financial bid are to be submitted separately in e-Procurement portal only. The formats for bid evaluations are enclosed at **Annexures 2a, 2b, 2c, 3, 4, 5 & 6.**

After technically qualified bids, financial bids will be opened.

Financial bids shall quote all-inclusive price (i.e. price inclusive of all taxes and all other levies, Supply, Install, Configure and Commissioning, freight & forwarding expenses etc., for supply, delivery and installation of all the bid items in the respective Locations. This price quoted shall clearly be mentioned about the basic price, all taxes, freight-forwarding, supply, install, configure and commissioning, installation and others if any.

(a) Technical bids shall include format Annexures 2a, 2b, 2c, 3, 4 and 5.

(b) Financial bid shall be submitted in the format as mentioned in Annexure-6.

- 13. PRICE BID EVALUATION:** The Technical bid will be opened as scheduled **clause 11(b)** in e-Procurement portal. Further financial bids of technically qualified bidders will be opened in e-portal as per the schedule in **clause 11(b)-(c)**. The Contract will be awarded to the successful Bidder, whose Bid has been determined to be substantially responsive by the High Court of Manipur and has been determined as the Best Value Bid.
14. HIGH COURT OF MANIPUR will not be liable or responsible for any delays due to postal/online failure or other reasons.

15. HIGH COURT OF MANIPUR reserves the right to cancel the tender, without assigning any reasons and also the right to change the quantity as per its requirements.

16. Bidders may quote for only one or two or all the three items.

(Yumkham Rother)
Central Project Coordinator,
High Court of Manipur

Annexure – 1

HARDWARE TO BE ALLOTTED TO THE SUB-ORDINATE COURTS AND MJA IN THE STATE OF MANIPUR

Sl. No.	District		Court Complex	Projector with Screen	USB HDD (2TB)	UPS 600 VA
1	Bishnupur		Bishnupur Courts Complex	1	1	1
2	Chandel		CJM Court Chandel	1	1	1
3	Tengnoupal		Court of JMFC Moreh	1	1	1
4	Churachandpur		Churachandpur Courts Complex	1	1	1
5	Jiribam		Court of JMFC Jiribam	1	1	1
6	Imphal West		Cheirap Courts Complex	1	1	1
7	Imphal West		Lamphel Courts Complex	1	1	1
8	Imphal West		MACT Lamphel	1	1	1
9	Senapati		CJM Senapati Court Complex	1	1	1
10	Senapati		DJ Senapati Court Complex	1	1	1
11	Kangpokpi		JMFC Kangpokpi Court Complex	1	1	1
12	Thoubal	12(a)	Thoubal Courts Complex	1	1	1
		12(b)	Family Court Complex, Thoubal	1	1	
13	Ukhrul		CJM Courts Complex Ukhrul	1	1	1
14	Ukhrul		DJ Ukhrul Courts Complex	1	1	1
15	Imphal West		High Court Complex (includes MJA)	1		

STATEMENT SHOWING THE SPECIFICATIONS
Annexure – 2a

TECHNICAL SPECIFICATION FOR PROJECTOR with SCREEN & Bidders
Compliance Sheet (Maximum price: Rs. 55,000/-)

PROJECTOR			
Sl. No.	Feature	Specifications Description	Bidder Compliance Remarks(Yes/No)
1	Technology	LCD / DLP	
2	Projection Method	Front & Rear Both	
3	Native Resolution	1024 x 768 (XGA) or 1366 x 768 or better	
4	Brightness	3200 Lumens or more.	
5	Contrast Ratio (Minimum)	12000:1	
6	Zoom	Manual Zoom(x1.2x) %	
7	Throw Ratio	1.37:1 to 1.80:1	
8	Aspect Ratio	4:3	
9	Keystone Correction	Automatic	
10	Minimum Life Of Projection Lamp	5,000 Hours (In Normal Mode)	
11	Counter	Lamp Hour Counter (In-Built)	
12	Video Compatibility	PAL / NTSC	
13	Ports	HDMI with MHL support, DVI Port, Audio In, Audio Out, Video In, Analog RGB In, Analog RGB Out and Storage Media Port (USB - Type A)	
14	Connectivity	LAN, WiFi	
15	Noise Level	Up to 35 dB (Sleep Mode), Up to 38 dB(Normal Mode)	
16	Power Supply	210V-240V, 50 Hz	
17	Other features	Remote Control, Speaker, Auto lens off, Energy Saving Compliance of prescribed standard	
18	OEM	Original Equipment Manufacturer (OEM) Product	
19	Warranty Period	5 Years on Site	

SCREEN			
1	Size (feet)	8 X 6 or more	
2	Type	MAP (Calendar) / Wall / Stand Mount (Tripod Type)	
3	Format	4:3	
4	Actual Screen size	85 X 65 Inches or more	
5	Material	High Gain Fabric - Treated Matte - Low Reflection - Wide Angle - Anti UV coating	
Note : All the above specifications should be read as equivalent or better or higher			

Annexure-2b

2 TB USB Hard Disk (with external power adaptor) for Court Complexes	
Memory Storage Capacity	2 TB USB with external power adaptor
Connectivity	USB 3.0 with backward compatibility for USB 2.0, Gigabit Ethernet (RJ45)
Operating Systems Compatibility	Compliance with Linux & Windows partition types
Accessories	USB 3.0 cable, AC Power Adaptor
Power Adaptor	External
Features	Read & Write Storage access through network protocols like Samba, CIFS etc.
Warranty	3 Years
MAXIMUM RECOMMENDED COST = RS. 12000	

Annexure-2c

(I) SPECIFICATION OF UPS FOR LAN SWITCHES & Bidders Compliance Sheet (Maximum price: Rs. 25,000/- per unit)			
Sl. No.	Feature	Specifications Description	Bidder Compliance Remarks
1	Capacity	600 VA LINE INTERACTIVE	
2	Input Voltage & Frequency	140-270 V, 47 to 53 Hz	
3	Output Voltage & Frequency (On Mains)	230 +/- 5% with AVR (Automatic Voltage Regulation), 50 hz +/- synchronized with input power frequency	
4	Output Voltage & Frequency (On Battery)	230 V +/- 3% with 50 Hz	

5	Backup Time	120 minutes	
6	Battery Type	Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leak-proof	
7	Overload Capacity	110%	
8	Efficiency	84 % or more at Full Load 80% at Half Load	
9	Output Wavetype	Pure Sinewave	
10	Transfer Time	<=4 milliseconds	
11	Load Power Factor	0.6	
12	Other Features	Cold Start, Auto Start, Generator Compatible, No Load Shutdown	
13	Protections from	Surge, Short Circuit, Spikes, DC Undervoltage and Overload	
14	Indicators	Mains, On Battery, Charge, Overload	
15	Alarms	Low Battery, Mains Off, Tripping	
16	Operating Environment	0-40 °C	
17	Operating Relative Humidity	0-95 %	
18	Audible noise at 1 meter from surface of unit	Not more than 50.00 dBA	
19	Output Sockets	3 or more with 3pin	
20	OEM	Original Equipment Manufacturer(OEM) Product	
21	Warranty	5 Years Onsite including batteries	
Note : All the above specifications should be read as equivalent or better			

Annexure – 3

Format for Turnover information

Total turnover of the bidder during the preceding 3 years:

Financial year	Turnover in INR (Rs. In Lakhs)
2015-16	
2016-17	
2017-18	

Annexure -4

MAF (Manufacturer Authorization Form)

Date:

Ref Number: HCM/E-43/2016-Estt/Pt-I/Vol-VIIC Dated 10/01/2019

To:

**The Registrar General,
High Court of Manipur,
Imphal.**

e-mail: cpc-mnp@aij.gov.in

Dear Sir/Madam,

SUB: Supply, Install “Projector with Screen, External USB HDD (2TB) with External Power Adapter and 600 VA UPS for various Sub-ordinate Courts and MJA”.

We authorize M/s **XYZ Limited** to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We hereby extend our full guarantee and warranty as per terms and conditions of the tender and or the contract for the equipment and services offered against this invitation for tender offer by the M/s **XYZ Limited**.

We hereby commit to the tender terms and conditions and will not withdraw our commitments during the process and/or the period of contract.

Yours Faithfully,

Annexure – 5

Experience Statement

Experience in the relevant areas with the clients (Attach separate statement)

Sl. No.	Year	Name of the client organization	Scope of the work	Value of the work (in Rs. lakhs)
1	<u>2015-16</u>			
2	<u>2016-17</u>			
3	<u>2017-18</u>			

(Please attach the relevant certification from the Client Organization along with a certified copy of the Purchase order)

Annexure - 6

Financial Bid Format for the Hardware

<u>Sl. No.</u>	Description	<u>Make and Model</u>	<u>Quantity</u>	<u>Rate per unit in INR(Inclusive of all taxes and expenses)</u>	<u>Total Cost in INR.</u>
	I) Projector with Screen				
	II) External USB HDD(2TB)				
	III) 600 VA UPS				

Successful Bidder will be identified through the above table.

The **Total Price** of above financial bid inclusive of all taxes & expenses including on-site maintenance & support for the warranty period will be taken as the basis for evaluation of financial bids.

Annexure-7

Service Level Agreement (SLA)- (Template/Model).

THIS AGREEMENT executed on this day of _____ between the High Court of Manipur, Mantripukhri, Imphal-795002, represented by its Central Project Coordinator, presently Shri _____ AND _____ Co., represented by its Authorized Signatory Sri 'X' which expression shall include unless the context otherwise requires its successors and permitted assigns.

Whereas the High Court of Manipur vide orders dated _____, after processing in Tender Notification No : _____ had issued purchase order for purchase of :-

- I. Projector with Screen – **16 No.**
- II. External USB HDD (2TB) with External Power Adapter – **15 Nos.**
- III. 600 VA UPS for Network Switch – **1 No.**

- to be supplied to the Courts in the Manipur State Judiciary listed in the vide Tender Notification No. _____ and as per the recommendations of the Hon'ble High Court of Manipur, in its meeting dated: _____, the bid proposed for supply of above hardware by the company is accepted by the High Court of Manipur and the purchase order is placed with the seller to supply and install Configure and Commissioning of the hardware in the respective locations as per in **Annexure-1** with 3(three)/5 (five) years of comprehensive warranty with onsite support as per **clause 9(b)** of the tender.

Further as per **clause 8** of the tender notification document, the rate contract agreement is valid for a period of 24 (twenty four) months from the date of agreement and High Court of Manipur reserves the right to place orders with the SELLER, to supply and install, Configure and Commissioning of above hardware at the rate agreed upon. Therefore, as per the terms of the tender document and as per the recommendations of Hon'ble High Court of Manipur, by its Purchase Order No. _____ Dated _____ requested the SELLER for supply and install, Configure and Commissioning of above hardware to the Subordinate

Courts and MJA in the State of Manipur as per the **Annexure-1**.

1. Now this agreement WITNESSTH AS FOLLOWS

In consideration of the agreed price, the SELLER hereby agrees to sell, supply, Install, Configure and Commissioning of above hardware of the required specifications and the High Court of Manipur agrees to purchase the same on the following terms and conditions.

2. Non working/ Non functioning/ defective/ broken

Hardware should be replaced with new one by the vendor at its own cost and risk within 30 days from the date on which the vendor has been informed of such damage.

3. Supply, Install, Configure and Commissioning

3a) Reports to be collected from the court locations:–The SELLER, shall supply the hardware as per the specifications, at respective court locations and submit the reports as per **clause4 (b)** of the tender document.

3b) Only on production of such certificates mentioned above with a proper documentation, the payment shall be processed by the High Court of Manipur.

3c) It is specifically agreed upon that the SELLER would complete his obligation as at **clause 3a)** above of this agreement, within **60 (sixty) days** from the date of purchase order.

4. WARRANTY

The warranty shall include:

- (i) Attending & rectifying to break down calls and identifying the reason for break down.
- (ii) Replacement of defective/failed parts by supplying the new spares, free of cost and bring the hardware back to normal and regular working

condition.

- (iii) Steps will be taken by the bidder to bring back the faulty unit back to working condition within the stipulated time as in **clause (5)** on corrective maintenance of this agreement.

5. MAINTENANCE OF HARDWARE:

CORRECTIVE MAINTENANCE:

SELLER, undertakes to attend to any complaints relating to the hardware within 48 hours for valley districts, within 72 hours for hill districts and within 5 days for Jiribam Court Complex, during the period of warranty. Corrective maintenance to bring back the device to up and in working condition, failing which the seller is liable for penalty as described in clause 7 of this agreement (SLA).

6. ESCALATION MATRIX including service representative at Imphal to be provided by the vendor.

7. Service Delivery: Penalty for delay in attending the service calls on hardware in time, will be levied at a rate of **Rs.100/-**(Hundred Rupees) per hardware per day.

IN WITNESS WHEREOF, THE PARTIES HAVE AGREED AND EXECUTED THIS AGREEMENT ON THIS DAY AT IMPHAL IN THE PRESENCE OF THE FOLLOWING WITNESS.

For M/s.

For High Court of Manipur

Name:

Name:

Designation:

Designation:

Signature:

Signature:

Rubber stamp / Seal

Rubber stamp / Seal

Date:

Date:

Witness:

1.

2.