



Tender Document for Water Proofing – Repair work  
at the terrace area of CAD/CAM/CAE department  
and Design departments at CIPET:IPT, Chennai.

E-Tender Document no. **CIPET: IPT/CHN/Water Proof/2024-25/01**

Dated 04.11.2024 Last date : 25.11.2024

**CIPET: INSTITUTE OF PETROCHEMICALS TECHNOLOGY (IPT)**  
**GUINDY, CHENNAI – 600 032 (INDIA)**

(Department of Chemicals & Petrochemicals)

(Ministry of Chemicals & Fertilizers)

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## Notice Inviting E-Tender

E-Tender No.: CIPET: IPT/CHN/Water Proof/2024-25/01

Date: 24.10.2024

CIPET:IPT-Chennai, invites E- Tender in two Bid Systems (Technical and Financial) from govt./govt. organization registered contractor for water proofing – repair work at the terrace area of CAD/CAM/CAE department and design department at CIPET:IPT, Chennai with an estimated cost of approx. Rs. 7,00,000.00+ Taxes Extra (Rupees Seven Lakhs only approx).

| E-Tender No. & Date                                    | Estimated Cost (Appx.) Rs. | EMD (Rs)  | Completion Time | Last Date & Time of Online bid submission |
|--|----------------------------|-----------|-----------------|---|
| CIPET: IPT/CHN/Water Proof/2024-25/01 dated 21.10.2024 | 7,00,000.00 + Taxes Extra  | 24,000.00 | 4 weeks         | <b>25.11.2024</b>                         |

Interested and eligible bidders may view and download detailed tender documents from CIPET's e -Tender portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET), [www.cipet.gov.in](http://www.cipet.gov.in). All Bids must be submitted through the online portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET).

The Tender Fee and EMD will be accepted in the form of NEFT or RTGS to our account in Canara Bank A/C No.120027749915 and IFS Code: CNRB0000909 of CIPET and proof of submission of EMD and Tender fees shall be submitted in online tender portal and a copy of the EMD instruments shall also be uploaded along with the Technical Bid submitted online.

Exempt from EMD Classes prevailing Govt. rule will be applicable for exemption of EMD for SSI unit Bidder or others as applicable. But they must deposit the security deposit of 10% of bid value in the form of account payee demand draft / fixed deposit receipt from a commercial bank / bank guarantee from a commercial bank or online payment in favour of "CIPET IPT CHENNAI HOLDING ACCOUNT" payable at Chennai within seven days of accepting work order, if they will qualify as lowest bidder. If after accepting the work order the bidder fails to pay the security deposit within seven days as mentioned above, their order will be cancelled.

### Bank Details:

|                     |                                   |
|---------------------|-----------------------------------|
| Name of the Account | CIPET IPT CHENNAI HOLDING ACCOUNT |
| Bank Name           | CANARA BANK                       |
| Branch              | Guindy, Chennai – 600 032         |
| SNA Account         | 120027749915                      |
| IFS Code            | CNRB0000909                       |
| MICR Code           | 600015016                         |

Salient information about the E-Tender :

1. **Mode of submission:** ONLINE. No offline Tenders will be accepted.
2. **Availability of Tender Documents:** All Bid (Technical & Financial) are available ONLINE at CIPET's e-Tender portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET). The registered tenderers can download the Bids from this website.
3. **Who can participate for this e-Tender:** The registered tenderers of CIPET through [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) can only participate in this tender process.
4. **How to register by a vendor:**
  - (a) The prospective bidders have to register with CIPET through the E-tender portal of CIPET at [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) by online payment of Rs. 1,500/- + GST (As Applicable) to M/s KEONICS LTD. On completion of the registration process, the bidders will be provided user ID and password. After receipt of User ID & Password, Bidders can log on at our e-Tender portal for downloading & uploading tender documents.
  - (b) Processing Fees is Rs.750/- (PLUS Taxes) payable Online separately to M/s KEONICS LTD.
5. Bidders should have valid class 3 Digital Signature Certificate (DSC) device for participating in e -Tender. For integrity of data and its authenticity/ non – repudiation of electronic record and to be compliant with IT Act, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) of class-III Issued by a Certifying Authority (CA) Licensed by Controller of Certifying Authorities (CCA).
6. Contact details for e-Tender related issue:

| Contact Person Details   | Remarks  |
|--|--|
| <p>Name of Service Provider: M/s KEONICS LTD<br/>Address: 24, Sudha Complex, 3<sup>rd</sup> Stage, 4<sup>th</sup> Block, Bashveshwarnagar, Bengaluru - 560079</p> <p>Name: Mr. Madhan<br/>Mobile No. 9941947400<br/>Email : <a href="mailto:madhans19@gmail.com">madhans19@gmail.com</a></p> | <p>Local Representative of For, Vendor registration/DSC/any other issue regarding e-Tender Process, Please contact M/s KSEDC LTD. (KEONICS) as the details given in the previous Columns.</p> <p>Keonics Help Desk:<br/>Mob: 9941947400 , 9894191904<br/>Email: <a href="mailto:cipethelpdesk@gmail.com">cipethelpdesk@gmail.com</a></p> |

7. Bidders are hereby advised that all the documents to be submitted online are kept scanned and converted to PDF format in a separate folder on their computers before starting online submission. The schedule of rate may be downloaded and rates may be filled appropriately in this format only.
8. While uploading /submitting the documents, it should be ensured that the file name should be the name of the documents itself.
9. All pages of Tender documents with Addenda/ Corrigenda (if any) must be signed with proper official stamp and date by the Bidders / or authorized power of attorney holder at the lower right hand corner.
10. Bidders are advised to visit CIPET's e-Tender portal regularly for any Addenda / Corrigenda (if any) with regard to the e-Tender for which no separate paper advertisement will not be published.
11. **Last date of online submission of Tender bid:** 25.11.2024
12. **EMD** must be submitted separately in the form of NEFT or RTGS to the above bank details of CIPET with necessary enclosures and shall be submitted in physical from (hard copy) in person/by speed post on or before 25.11.2024 unto 17.30 Hrs., at CIPET:IPT,CHENNAI, Chennai and non-receipt of EMD, the Tender is liable for rejection.
13. **Date & Time of Online Technical Bid Opening:** 26.11.2024
14. **Date & Time of Online Financial Bid Opening:** Technically qualified bidders will be intimated the date & time after technical bid evaluation through the e-Tender portal.
15. **Site Address:** CIPET:IPT,CHENNAI, TVK Industrial Estate, Guindy, Chennai – 600 03

## **INSTRUCTIONS TO BIDDERS**

### **(A) INTRODUCTION**

Central Institute of Petrochemicals Engineering & Technology (CIPET) (formerly known as Central Institute of Plastics Engineering & Technology (CIPET)) was established in 1968 by Government of India with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of this specialized institute was to develop manpower in different disciplines of Plastics Engineering & Technology. CIPET is a premier Academic institution for higher & technical education under the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted in all the domains of plastics viz:- Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Production Engineering, Testing and Quality Assurance. CIPET operates from various locations spread across the country to cater the needs of the Polymer and allied industries.

### **(B) THE BIDDING DOCUMENTS**

#### **1. Contents**

The Bidding Documents include;

- Eligibility Criteria for Bidders
- Terms and Conditions
- Preparation Of Bids
- Award Of Contract
- Security Deposit
- Technical Bid Document
- Financial Bid Document

2. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

### **(C) Eligible Criteria for Bidders :**

1. Balance sheet & PL Account statement for the last 2 financial years (2022-23,2023-24).
2. IT return for the last three (02) Assessment years (2022-23,2023-24)  
And submit PANCard, GST Registration Certificate.

The Bidders must have satisfactorily completed same/similar works in Govt. Organizations/PSU/Corporate Sectors during the last 3 years with the total cumulative cost of the project not less than 8 lakh rupees, THREE same similar completed works not less than 40% of estimated cost OR TWO similar completed works not less than 50% of estimated cost OR ONE same/similar completed work not less than 80% of estimated cost. The Certificate in support of that from the user may be attached.

3. MSME relaxation is not applicable as per Manual for procurement of Goods second edition, 2024 **“1.11.5 Support to Start-up Enterprises.2\_Support to Start-ups. *relaxation is not optional but normally has to be ensured, except in case of procurement of items related to public safety, health, critical security operations and equipment, etc) where adequate justification exists for the Procuring Entity not to relax such criteria*37.**
4. The committee will be visiting in the previous work site to confirm the quality of the work for Eligible Criteria for Bidders.
5. Average Annual Turnover certificate for the last three financial years of Rupees 10 Lakh or more certified by Chartered Accountant.
6. Self-declaration on NO PENDING LITIGATION along with he is Not Debarred/ Blacklisted or Banned from any Central Government / PSU / State Govt. / any Corporate Sector.
7. The bidders shall give a self-declaration of his relatives working with the CIPET along with their designations and addresses.
8. The bidder should sign & seal each page of the tender document and required to upload.
9. The contractor should depute a Site Engineer till completion of works and should have skilled labour.
10. The Builder should have valid registration certificate from CPWD/State PWD/Public Sector Undertaking of appropriate class.

**(D) Terms & Conditions :**

1. **Payment :** Against submission of Certified Invoice.
2. **Taxes:** Goods and Service Taxes are applicable as per the prevailing rate. If bidder doesn't mention taxes and duties, the same shall be considered as "borne by the bidder itself" and included in its quoted price.
3. **Time Of Completion:** The period of completion of the work is Four Weeks from the date of the award of Work Order.
4. Earnest Money Deposit (EMD)
  - a) EMD of Rs. 24,000/- (Rs. Twenty Four Thousand Only) to be deposited in the form of Demand Draft drawn on any scheduled bank in favour of "CIPET:IPT, CHENNAI" payable at "Chennai". However, scanned copy of the same to be uploaded along with the copy of the Technical Bid document.
  - b) Bid received without EMD in the specified mode or without valid documents w.r.t. exemption related to deposition of EMD, will not be considered.
  - c) Bidder claiming the exemption w.r.t. non-submission of EMD should submit the valid document issued by the Authorized/Competent Government Body.
  - d) EMD of the unsuccessful parties will be returned within a specified period on completion of the tender process and on receipt of a written request from the parties/bidder in this regard.
  - e) Withdrawal is not allowed after submission of tender. EMD of the successful bidder who fail to honor the acceptance of Letter of Intent/Work order with prescribed terms & condition shall stand forfeited. No representation in this regard shall be

entertained by this Institute.

- f) EMD will not earn any interest during its pendency with CIPET:IPT, CHENNAI-Chennai. EMD of the successful bidder will be returned on execution of the agreement with CIPET for the said policy.
5. **Defect Liability Period:** The defect liability period is **1 year** from the date of the complete handover of work to CIPET:IPT, CHENNAI. Inspection & field visit charge shall be borne by the bidder. Free maintenance service shall be provided till **1 year** from the date of satisfying completion of work and hand over to CIPET IPT Chennai, Chennai. Loading, Transportation & Insurance (if applicable) charges shall be borne by the bidder.
6. **Performance Security:** After award of contract, Successful Bidder can submit the Performance Security 10% of the total contract value in the form of Account Payee DD made in favor of CIPET:IPT-Chennai, payable at Chennai. 100% of the security deposit shall be refunded after completion of the work and on submission of completion certificate, provided the contractor has satisfactory carried out all the works and attended to all defects in accordance with the all conditions of contract.
7. **Warranty:** Successful bidder must be submitting 5 years **indemnity bond** from the work completion date.
8. **Safety Provision:** Contractor should take all safety precautionary measures including any safety equipment, protective suits etc. during the execution of awarded works. In case of any accidents occurring during execution of the awarded works, the Contractor shall be wholly responsible and the Contractor cannot claim any kind of compensation from CIPET:IPT-Chennai/Organization, Chennai.
9. **Site Visit:** The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the work site and its surroundings and obtain all information that may be necessary for preparing the Bid for entering into a contract for execution of the Works. The costs of visiting the site shall be at the Bidders' own expense.
10. **Liquidated Damage:** If the contractor fails to complete the works within the time period(s) specified in the Contract/work order, CIPET:IPT, Chennai shall, without prejudice to its other remedies under the contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 1 % of the contract value of the delayed work or unperformed services for each week of delay until actual performance, up to a maximum deduction of Max of 10% of the delayed works or services of the Contract price. Once the maximum is reached, CIPET:IPT, Chennai may consider for termination of the contract and may initiate for process for blacklisting.
11. The Bidder shall provide the Bank accounts details along with Scanned copy of cancelled cheque for onward transaction.
12. **Bid document:** The bidder should read the e-Tender documents carefully before quoting. It shall be deemed that the bidder has gone through the documents carefully and has understood its implication.



13. The Tender, submitted by the Bidder who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply or who was unable to supply any Institute/Organization run by the State / Central Government / PSU / Corporate Sectors will not be considered even his being the lowest rate.
14. The Bidder should provide relevant documents regarding the Partnership Firm/Public/Pvt. Ltd. Company/Cooperative society.
15. Restriction of Bidders from Countries sharing Land Borders with India: vide Department of Expenditure, MOF, Govt. of India OM No. 6/18/2019-PPD date: 23/07/2020 and its subsequent order dated 23.07.2020 and 24.07.2020 is applicable in this tender.
16. Rates quoted by the Contractor are firm and fixed for the entire duration of contract. No escalation whatsoever will be permissible on any account. CIPET:IPT-Chennai reserves the right to remove or alter any item from the scope of work. Execution of extra item, if any, should be done only after prior approval from CIPET:IPT-Chennai.
17. Material: All material, workmanship, execution, method of testing, etc., shall comply with the relevant current IS Codes and as quoted in the Tender. Necessary stage inspection approval and final inspection approval are to be obtained from CIPET:IPT-Chennai periodically for the items supplied by the Contractor. Contractor should submit the sample bitumen membrane for approval, before use in the work
18. **Duly attested and scanned copy of the below mentioned essential documents need to be uploaded on E-tender portal along with the Tender documents of Technical Bid:**
  - (i) Copy of the IRDA License along with renewal receipt.
  - (ii) PAN Card of the agency
  - (iii) GST No Registration copy
  - (iv) Copy of Authorization letter for signing the Tender Document
  - (v) Documents related to Minimum 03 years' experience in the related field.
  - (vi) Turnover should for the Financial Years of the last two years i.e. 2022- 23 & 2023-24. To substantiate the claim company is required to enclose the audited copy of the Balance Sheet.
  - (vii) Income Tax Return filed for the Financial Year 2022-23 & 2023-24.
  - (viii) Undertaking that "The Company has not been blacklisted by any of the departments/organizations of the Government of India/State Government Departments/ Autonomous body/ Public Sector Undertaking/ Co-operative Societies/ Society registered under prevailing Society Act of the India & Major/ reputed Private Organization running his/her/their business in Indian Territory. Further, it is stated that neither any criminal/fraud case is pending/contemplated nor convicted in any Criminal/fraud case by the Court of Law. "
  - (ix) Duly signed Copy of the Tender Form as a mark of acceptance of the Terms and Condition of the Tender.

**(E) Preparation of Bids**

1. Bid Form
  - a) The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the Bidding Documents.
2. Documents establishing Bidder's Eligibility and Qualifications
  - a) The Bidder shall furnish, as part of its bid, documents establishing the bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.
  - b) The documentary evidence of the Bidder's qualifications to perform the Contract if its bid is accepted, shall establish to the CIPET's satisfaction:
    - i. The Bidder has the financial, technical, and production capability necessary to perform the Contract and meets the criteria outlined in the qualification criteria specified as per the Tender norms.
3. Period of Validity of Bids
  - a) Bids shall remain valid for 120 days after the date of bid opening prescribed by the CIPET.
4. Deadline for Submission of Bids
  - a) CIPET may, at its discretion, extend this deadline for submission of bids by amending the Bid Documents, in which case all rights and obligations of the CIPET and Bidders previously subject to the deadline will thereafter be subject to the dead-line as extended.

**(F) AWARD OF CONTRACT**

1. Post Qualification
  - a) CIPET will determine to its satisfaction whether the Bidder selected as having submitted the lowest evaluated responsive bid is qualified to satisfactorily perform the Contract.
  - b) The determination will take into account the Bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder as well as such other information as the CIPET deems necessary and appropriate.
  - c) An Affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid.
2. CIPET's Right to Accept any Bid and to Reject Any or All Bids
  - a) The CIPET reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidders or Bidders of the grounds for the CIPET's action.

**(G) FORFEITURE OF SECURITY DEPOSIT/PERFORMANCE GUARANTEE**

1. The works assigned to the bidder are not done as per the scope of work/schedule of requirement, Security Deposit will be forfeited and the bidder will not be entertained for any tenders that may be published in future by CIPET:IPT,Chennai.
2. If the contract is terminated by CIPET:IPT,Chennai due to poor performance/violation(s) of any clause(s) of the agreement or for any bad acts considered prejudicial by CIPET Centre of the selected bidder, Performance Guarantee will be forfeited.

**(I) JURISDICTION FOR DISPUTE REDRESSAL**

1. All disputes or differences whatsoever arising between the parties out of or relating to the meaning and operation of effect of the work order or the breach thereof shall be subject to courts located at Chennai.

\* \* \*

**ANNEXURE-I**

**TECHNICAL BID DOCUMENT**

|   |   |                                 |
|---|---|---------------------------------|
| 1 | Name of the Company   |                                 |
| 2 | Profile of the Company  |                                 |
| 3 | Name of Contractor/Proprietor   |                                 |
| 4 | Full Address of Registered Office of Company  |                                 |
|   | (a) Telephone No.   |                                 |
|   | (c) Mobile No.  |                                 |
|   | (d) e-Mail ID   |                                 |
| 5 | Correspondence address of office of Company   |                                 |
| 6 | Full address of branch office of Company  |                                 |
| 7 | PAN No.   |                                 |
| 8 | GST No.   |                                 |
| 9 | Annual turnover of the Dealer/Manufacturer for the last three Financial year (a copy of the turnover statement for the below three assessment years separately, duly certified by the chartered accountant, to be attached) |                                 |
|   |   | <b>Average &gt; Rs. 20 Lakh</b> |
|   | <b>Assessment Year</b>  | <b>Amount<br/>(Rs. in Lakh)</b> |
|   | 2022 – 23   |                                 |
|   | 2023 – 24   |                                 |
|   |   | <b>Remarks, if any</b>          |

|    |  |                                 |                        |
|----|--|---------------------------------|------------------------|
| 10 | Balance Sheet & PL Account statement for the last three financial year (a copy of the balance sheet statement for the below three financial year separately to be attached): |                                 |                        |
|    | <b>Financial Year</b>  | <b>Amount<br/>(Rs. in Lakh)</b> | <b>Remarks, if any</b> |
|    | 2022 – 23  |                                 |                        |
|    | 2023 – 24  |                                 |                        |
| 11 | IT return for the last three assessment year (a copy of the statement for the below three assessment year separately to be attached):  |                                 |                        |
|    | <b>Assessment Year</b>   | <b>Amount<br/>(Rs. in Lakh)</b> | <b>Remarks, if any</b> |
|    | 2022 – 23  |                                 |                        |
|    | 2023 – 24  |                                 |                        |
| 12 | Self-declaration undertaking of No pending litigation  |                                 |                        |
| 13 | Self-declaration statement undertaking for bidder not debarred/blacklisted or banned from any Central Government / PSU / State Govt. / any Corporate Sector.                 |                                 |                        |
| 14 | The bidder shall have local office/infrastructure to attend visit within 48 hours (Mention in details)   |                                 |                        |
| 15 | The bidder should sign & seal each page of the tender document and required to upload.   |                                 |                        |

| 16     | Details of the Bidder must have satisfactorily completion of construction work in Govt. Organizations/PSU/Corporate Sectors during the last 3 Years with the total cumulative cost of the project not less than Rs. 10 Lakh Rupees (Separate copies of related document should be separately uploaded) |                                      |                                 |
|--------|--|--------------------------------------|---------------------------------|
| S. No. | Details of Parties along with their address, telephone & email address   | Price of the Awarded Contract (in `) | Name/Type of the Work Completed |
| 1      |  |                                      |                                 |
| 2      |  |                                      |                                 |
| 3      |  |                                      |                                 |
| 4      |  |                                      |                                 |
| 5      |  |                                      |                                 |

Signature of authorized person  
With Office Seal

Name: \_\_\_\_\_

Date:\_\_\_\_\_

Place: \_\_\_\_\_

## **DECLARATION**

I \_\_\_\_\_ son/daughter/wife of Shri/Smt. \_\_\_\_\_

Proprietor/Director/Authorized Signatory of the Manufacturer/Dealer mentioned above is competent to sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions laid down in the tender and undertake to abide by them.

The information/documents furnished along with the above bid/application are true and authenticate to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender/bid at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person  
With Office Seal

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

### **Scope Work**

#### **Water Proofing Treatment to Terrace Area**

Old tar sheet removing. The surface must be thoroughly cleaned to remove all dust & debris. Concrete, mortar surfaces must be clean, free from grease, oil, and loosely adhering particles, Steel and iron surfaces must be free from scale, rust, grease and oil.

Apply bituminous primer to a clean, smooth and dry surface by brush, roller or spray. Unroll the Tar 3mm tar sheet and align and re roll correctly before torching. Overlaps should be minimum 100mm. The substrate and thermo fusible film on the underside on lower face of membrane. Roll forward and press firmly against the substrate to bond. The overlaps and use the round tipped trowel the same to smoothen and press into seam.



| PRICE SCHEDULE  |   |          |                  |                  |               |
|---|---|----------|------------------|------------------|---------------|
| Water Proofing - Repair work at the terrace area of CAD/CAM/CAE department and Design department at CIPET: IPT, CHENNAI |   |          |                  |                  |               |
| Name of the Vendor:   |   |          |                  |                  |               |
| S No  | Description   | Qty      | Units            | Unit Price (Rs.) | Amount In Rs. |
| I   | <u>Area - CAD/CAM/CAE - Dept.</u><br>Application of Polymer Reinforced bitumen membrane [ A high performance water proofing membrane made of polymer reinforced bitumen of 3mm thickness] |          |                  |                  |               |
| 1   | Existing, worn out Tar sheet removal.   | 6,232.44 | SQ.FT            |                  |               |
| 2   | New Tar Sheet Laying charges  | 6,232.44 | SQ.FT            |                  |               |
| II  | <u>Area - Design - Dept.</u><br>Application of Polymer Reinforced bitumen membrane [ A high performance water proofing membrane made of polymer reinforced bitumen of 3mm thickness]      |          |                  |                  |               |
| 1   | Existing, worn out Tar sheet removal.   | 4,225.00 | SQ.FT            |                  |               |
| 2   | New Tar Sheet   | 4,225.00 | SQ.FT            |                  |               |
| GST %   |   |          |                  |                  |               |
| TOTAL   |   |          |                  |                  |               |
| Signature of Bidder   |   |          |                  |                  |               |
| Date  |   |          | Name             |                  |               |
| Place   |   |          | Business Address |                  |               |