



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. 25 of 1975)

NAAC Accredited 'A' Grade

No.CB-XII/2015/_____

Dated: _____

Dy - UCC - 2213
29/9/15

To

The Public Relations Officer,
M.D. University,
Rohtak

Sub: Publication for Tender Notice.

Sir,

Please find enclosed herewith two copies of Tender Notice duly approved by the Vice-Chancellor with the request to get it published in two leading newspapers. A copy of press cutting may be sent to this office for record.

Yours faithfully,

DA: As above.

/
Superintendent (Colleges)
for DCDC

Endst.No.CB-XII/15/ 30641 Dated 29-9-15

✓ Copy of the above is forwarded to the Director, University Computer Centre, M.D. University, Rohtak alongwith tender notice and annexures with the request to upload on the University website for information of general public.

Rksharma
Superintendent (Colleges)
for DCDC

G. Sanyal
29/9

CO



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
NAAC 'A' Grade Accredited University

TENDER NOTICE

Sealed Tenders are invited in Two Bid System (Technical/Pre-qualification bid and Price bid) from Vendors/Companies for the award of on-site Development/Implementation/Configuration of College Portal and College Evaluation Process alongwith earnest money equal to 2% of the quoted rates on the total amount involved in the shape of Bank Draft and a separate draft of Rs.1000/- as tender/Processing fee (Non-refundable) in favour of Finance Officer M.D. University, Rohtak, so as to reach the Incharge (Colleges Branch), M.D. University, Rohtak on or before 20.10.2015 upto 2.30 p.m. The Tenders will be opened on the same day i.e. 20.10.2015 at 3.00 p.m.. For details may visited University website www.mdurohtak.ac.in

REGISTRAR



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

NAAC 'A' Grade Accredited University

Sealed Tender are invited in Two Bid System (Technical/Pre-qualification bid and Price bid) from Vendors/Companies for the award of on-site Development/Implementation/Configuration of College Portal and College Evaluation Process.

Tender Notice No.
Date of Issue:	29-09-2015
last date for seeking clarifications, if any	06-10-2015, 3:00 PM
Last Date & Time For Submitting Bids	20-10-2015, 2:30 PM
Date & Time of Opening Bids	20-10-2015, 03:00 PM
Bid Validity	3 months
Tender Processing Fee (Non-Refundable)	Rs. 1,000/-
Earnest Money	Rs. 2% of quoted value
Address for submission of Bids	Incharge (College-), Administrative Block, MD University ,Rohtak-124001
Contact Details :	Colleges Branch collegesbranch@gmail.com

Dean Colleges Development Council



1. Eligibility criteria:

Sr. No.	Criteria	Documents To be submitted
1.	The Vendor should have a registered office in India.	Certificate of incorporation.
2.	The Vendor Should have minimum 3 years (ending March 2015) of experience in Development and Implementation of Information Portals. Should have executed three orders of the similar nature. The Vendor should have carried out this work for atleast 300 colleges.	Vendor should have successfully carried out minimum three years work of similar and having such large infrastructure during last five years. (Certificates of satisfactory service from above three organizations must be enclosed)
3.	The Responder must have valid ISO certification in IT services and also ISO certification in IT Infrastructure.	Valid copy of ISO certification for a. IT Services b. IT Infrastructure
4.	Annual turnover of Rs. Five crores or more in last 3 financial years with net profit in at least 2 financial years.	Certified copies of the balance sheet and profit & loss statement for the last 3 completed financial years
5.	Vendor should have its own fully equipped service center with qualified, certified and trained Developers/Programmers (NOT through channel partners/ franchises/etc.)	Complete Address of the vendor at Office locations.
6.	The bidder should have at least five (5) clients, out of which minimum two (2) should be Central Government/State Government/Public Sector organizations/Autonomous Bodies/ Statutory Bodies.	List of existing clients to whom Software have been provided in last two (2) years.
7.	The bidder, who has worked with MD UNIVERSITY in the past, shall provide a proof of satisfactory services to MD UNIVERSITY.	A letter from competent authority in IT department of MD UNIVERSITY (Head Office) certifying satisfactory services of the vendor to MD UNIVERSITY.



8.	Manpower Strength - The bidder should have minimum thirty (30) qualified Developers/Programmers having BE /B.Tech/ MCA in IT/Computer Science/Electronics & Communication/ Electronics or higher on company payroll as on submission of bid.	Undertaking from the Authorized signatory of The Responder.
9.	Authorized service provider of any reputed Company:	Please give details and enclosed copy of authorization
10.	The Responder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies	Declaration in this regard by the authorized signatory of The Responder.
11.	Bidder to confirm that the bid is not submitted in Consortium.	Declaration in this regard by the authorized signatory of The Responder.
12.	Technical Proposal Along with the Approach Note and Presentation on College Web Portal	Technical Proposal to be submitted.
13.	Bidder's remote infrastructure should have qualified personnel for delivering similar support services	Declaration in this regard by the authorized signatory of The Responder.
14.	The bidder should employ sufficient number of skilled personnel as per the prescribed parameters to undertake the work as per the conditions of the contract. The bidder must enclose an undertaking stating that all the manpower deployed for execution of the contract would be employees of the bidder's company and under its own payroll.	Declaration in this regard by the authorized signatory of the Responder.
15.	Acceptability of all conditions contained in the Tender Document by the Bidder. No further deviations to any mentioned clause shall be sought for.	Declaration by an authorized signatory of The Responder.
16.	The bidder will not Sub-Contract the work/contract awarded.	An undertaking to this effect has to be submitted by the successful Bidder.

Note:

Tenders satisfying the following essential conditions will only be considered for further processing. In absence of the proof of following supportive document the tender will not be considered, (which are mandatory requirements).



Responses of Vendor(s) not fulfilling the eligibility criteria/pre-qualification conditions given above shall be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.

Bidder should provide information on Technical/Pre-qualification requirements in separate sealed envelope with title "Technical/Pre-qualification requirement".

The Technical/Pre-qualification bid shall contain an approach note indicating the details for Development of College portal with proper Governance Plan.

It may be noted that MD UNIVERSITY will not pay any amount / expenses / charges / fees / traveling expenses / boarding expenses / lodging expenses / conveyance expenses / out of pocket expenses, regardless of the conduct or outcome of the Tendering process.

The Successful Vendor upon receipt of the PO shall furnish within 30 days a Bank Guarantee for 10% of the BID Value for a year Valid for 1 years.

The Successful Vendor upon receipt of the PO shall deploy manpower resources within 15 Days at MD UNIVERSITY.

Price bid is to be enclosed separately with title "**College Portal and Evaluation Process**" within University for a period of one year inclusive.

MD UNIVERSITY shall have the right to assess the competencies and capabilities of the Tenderer by going through the credentials given in the Technical Bid and on the basis of such credentials, MD UNIVERSITY may reject the candidature of the Tenderer without assigning any reason and decision of the MD UNIVERSITY shall be final. In such case(s) the Financial Bid shall not be opened for that particular Tenderer.

The tender bids so received shall be opened on a schedule and venue to be arranged later in the presence of the representatives of the bidders. The entire original tender document with seal and signature on each page.

The names of shortlisted bidders shall be announced after scrutinizing the Technical bids and evaluating their suitability to meet the MD UNIVERSITY requirements.

Successful bidder i.e. Vendor will be responsible for compliance of all the statutory labour laws w.r.t. deployment of manpower by him under the contract and any/all liabilities accruing on account of labour laws will be the responsibility of the Vendor.



Tenderers are advised to read carefully the Terms and conditions of supply and “the Instructions to the Tenderers” before recording the rates in this schedule.

No erasures or over writing shall be allowed, unless they are authenticated under the full signature and the seal of the tenderer.

Silence or use of the word “Noted” against any of the Bid conditions shall mean bidder agrees to comply with that/those conditions of Bid.

Right to reject any or all tenders without assigning any reason is reserved by MD UNIVERSITY. No Clarifications shall be entertained.

2. Scope of Work (SOW):

The broad categories of the activities that are to be carried out for in relation to development & Configuration of “College Portal and Evaluation Process” are given below:

The major envisaged responsibilities of the responder will be to develop a web portal with below scope of work:

S/No.	Details	Vendor Comments
1.	The Bidder will be responsible for Development/Configuration/Implementation to ensure the trouble free operations.	
2.	Complete Information Capturing of College as per Annexure A	
3.	Reports as per requirement	
4.	Development/Installation/Management & Maintenance of “College Portal and Evaluation Process”	
5.	Identify Deficiencies w.r.t laid down specifications	
6.	Administrative Control Panel	



7.	Security Control Mechanism including logging & geotagging	
8.	Secure Capture of Geotagged photographs through Mobile Applications	
9.	Base Development Environment must be included	
10.	On Site Training to all branch officials and technical support persons	
11.	Secure site with very good navigation capability & web browser compatibility	
12.	Integration with existing SAP ERP	
13.	Application must be developed in .net development environment and MSSQL Server 2012 as backend	
14.	The Solution should be locally hosted at MDU servers	

Web Portal Resource Joining/Replacement criteria

The Developers should be deputed at MD UNIVERSITY to get KT (Knowledge Transfer) for 14 Working Days and all Cost (Including lodging and boarding of the FMS Engineer) will be borne by the bidder.

The above said will be applicable during the Development of Web Portal also, Man power replacement, their Resumes should be provided and an interaction should be conducted at MD UNIVERSITY before replacement.

Resource Non-Performance

MD UNIVERSITY will provide in writing Non-Performance of the resource and can ask for replacement within 30 day notice Period. The vendor will make efforts to resolve resource non-performance and if required replace the resource within the notice period.

Exit Management

Exit management shall involve the complete handover of the operations to the team identified by the MD UNIVERSITY, which would take care of.



This Exit Management plan shall be furnished in writing to the MD UNIVERSITY- IT Division or its nominated agencies within 90 days from the Effective Date of this Agreement. Exit Plan has to be submitted by the Responder and approved by MD UNIVERSITY IT Department. Exit procedure needs to be carried out as per approved Exit Plan.

Exit Plan Knowledge Transfer, Required Documentation and smooth transition from Vendo. operation and maintenance team to new team if selected.

During the exit management period, the Vendor shall use its best efforts to deliver the services and Support in managing "Service Level Agreement" (SLA). Payments during the Exit Management period shall be made in accordance with the Terms of Payment Schedule

Escalation Management – FMS/AMC Support should have established formal escalation processes to help ensure that complex problems are solved quickly and efficiently

Other Terms & Conditions

1. Waiver of Minor Irregularities:

MD UNIVERSITY reserves the right to waive minor irregularities in proposals provided such action is in the best interest of MD UNIVERSITY.

Where MD UNIVERSITY may waive minor irregularities, such waiver shall in no way modify the "Request For Proposal "(RFP) ,requirements or excuse the Vendor from full compliance with the RFP specifications and other contract requirements if the Vendor is selected.

2. Modify/Withdrawal of Proposals:

Prior to the date specified for receipt of proposal, a submitted proposal may be modified/ withdrawn by submitting a signed written request for its modification/withdrawal to MD UNIVERSITY.

3. Non-Disclosure:

The contents of the proposal and all the project outputs should not be disclosed to any party unless Vendor and MD UNIVERSITY mutually agree in writing to the same. Vendor will not use the contents of this proposal to bid for any other contract.



4. Language of Bids

The bid prepared by the Vendors as well as all correspondence and documents relating to the Bid exchanged by the Vendor and the MD UNIVERSITY and supporting documents and printed literature shall be written in English.

5. Arithmetic Errors Correction

Arithmetic errors, if any, in the price break-up format will be rectified on the following basis:

If there is discrepancy between the unit price and the total price, which is obtained by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected unless it is a lower figure. If the Vendor does not accept the correction of errors, its bid will be rejected.

If there is discrepancy in the unit price quoted in figures and words, the unit price, in figures or in words, as the case may be, which corresponds to the total bid price for the item shall be taken as correct.

MD UNIVERSITY may waive off any minor infirmity or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or affect the relative ranking of any Vendor

6. MD UNIVERSITY's Right to Accept Any Offer and to Reject Any or All Offers

MD UNIVERSITY reserves the right to accept or reject any tender offer, and to annul the tendering process and reject all tenders at any time prior to award of contract, without thereby incurring any liability towards the affected Vendor(s) or any obligation to inform the affected Vendor(s).

The MD UNIVERSITY reserves the right to change / add / modify / relax any / all conditions stipulated or increase / decrease items requested as also to accept / reject any / all offers without assigning any reason whatsoever.

The decision of MD UNIVERSITY in selecting the Vendor would be final and conclusive and the MD UNIVERSITY will not entertain any correspondence in this regard.

7. Liability of the Selected Vendor

- MD UNIVERSITY shall hold the selected Vendor, its Successors, Assignees and Administrators fully liable against any loss or liability, claims, actions or proceedings, arising out of non-fulfillment of any obligations under the Contract.



- Selected Vendor shall be the principal employer of the employees, engaged by Selected Vendor and shall be vicariously liable for all the acts, deeds or things done by its employees.
- Such liability of the Selected Vendor will be restricted to the actual amount of the Contract.

However, the selected Vendor would be given an opportunity to be heard by MD UNIVERSITY prior to making of a decision in respect of such loss or damage. The decision taken by MD UNIVERSITY after such hearing will be final and binding upon the vendor.

8. Publicity

Any publicity by the **Vendor in which the name of MD UNIVERSITY is to be used should be done only with** the explicit written permission of the Purchaser.

9. Force Majeure

Neither Party shall be **liable** for any default or delay in the performance of its obligations if and to the extent such default is caused, directly or indirectly, by fires, floods, power failures, Acts of God, act of public enemy, civil commotion, sabotage, wars, insurrections, riots, labor disturbances, strikes, lockouts, go-slow, damage to machinery on account of accident or passing of any statutory order by the eligible authority/ies, prohibiting performance of such obligation by a competent authority; and restrictions of any country affecting the performance of this Agreement or any part hereof. The affected party shall intimate the other party within reasonable time period of such occurrences.

10. Applicable laws

The Contract shall be interpreted in accordance with the laws prevalent in India.

Compliance with all applicable laws: The Vendor shall undertake to observe, adhere to, abide by, comply with and notify the MD UNIVERSITY about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this Tender.

11. Arbitration/ Dispute Resolution

In case any disputes arise out of the contract the party shall try to negotiate the same within 30 days of such dispute. In case the matters remain unresolved the same shall be referred to the



Arbitration in accordance with Arbitration and Conciliation Act, 1996 after giving the notice of such reference to the other party. The Arbitral Tribunal shall consist of a sole arbitrator, who shall be appointed by MD UNIVERSITY. The venue of the arbitration shall be Rohtak and the language preferred will be English. The award of the Arbitral Tribunal shall be final and binding on the parties. The expenses of arbitration shall be shared equally among both parties.

12. Jurisdiction

The jurisdiction for the purpose of settlement of any dispute of differences whatsoever in respect of or relating to or arising out of or in any way touching this contract or the terms and conditions thereof or the construction and/or interpretation thereof shall be that of the appropriate court in Rohtak. The jurisdiction of any other court in any place other than Rohtak is specifically excluded.

13. Confidentiality

The Vendor shall keep confidential any information obtained under the contract and shall not divulge the same to any third party. In case of non-compliance of the confidentiality clause of this Agreement, the contract is liable to be repudiated by MD UNIVERSITY.

The Vendor shall not divulge to any person handling other divisions, subsidiaries or groups of Vendor and its service support agency any information obtained by it in the course of its execution of its work and all the information gathered by the Vendor shall be treated as professional communication and confidential. Any violation of this clause shall be liable to cancellation of the contract without notice to the Vendor.

14. Proposal Format:

The proposals should be submitted in two separate sealed covers, one TECHNICAL PROPOSAL marked as '**Technical-Information Only**', and one COMMERCIAL PROPOSAL marked as '**Commercial-Price Bid only**'. These covers should be put in one big cover super scribed with **on-site Development/Implantation/Configuration College Portal and Evaluation Process** for a period of one years

- The Vendor should submit the proposal properly filed & paginated so that the papers are not lost.
- The proposal, which are not sealed or open tenders sent through Fax/e-mail will summarily be rejected.



- The proposals which are not submitted in the prescribed format or incomplete in details are liable for rejection.
- The proposal containing unauthentic erasing or alterations will not be considered.

Technical Proposal should include the following:

Table of Contents (List of documents enclosed)

- Eligibility Criteria supporting documents.
- Compliance with all terms and conditions mentioned in the tender document as per the format placed
- Approach note with Manpower Deployment and Proposed SLAs
- Technical proposal should **not** indicate any cost aspect directly or indirectly. However, it should include commercial template **without** the cost to compare the break-up if any given by the Vendor.

Commercial Proposal should include the following

The Commercial proposal should give all relevant price information and should not contradict the Technical proposal in any manner. All prices should be quoted in Indian Rupees only.
Commercial details as per Annexure-C.

It must give all the relevant price information and should not contradict the technical offer in any manner. The Price Schedule (PS) must be filled in completely, without any errors, erasures or alterations.

Having examined the conditions of the tender and specifications, including all the annexure, the receipt of which is hereby duly acknowledged, we the undersigned offer to provide Complete on-site Development/Implementation/Configuration of College Portal and Evaluation Process.

DRAFT PERFORMA CONTAINING INFORMATION OF THE COLLEGE(S)

SESSION: _____

1. Name of the College: _____
2. College Code (For existing colleges) _____
3. AISHE Code _____
4. Year of Establishment: _____
5. Address: _____
6. Type of College, Whether Govt./Aided/S.F.S/Minority: _____
7. Telephone/Mobile No.: _____
8. Fax/Website : _____
9. E-mail Address: _____
10. TAN of the College (Proof): _____
11. Name of Society/Trust, under which College is running/being established: (Registration certification Proof) _____
12. The specific term and constitution of the G-Body: _____
13. PAN of the Society: (Proof) _____
14. Account No. and Bank name _____
- 15 (a) Courses and Seats for which affiliation is to be granted by MDU Rohtak: _____
(University Letter No. _____ and Date _____)
- (b) Courses and seats already affiliated by MDU, Rohtak _____
- (c) Courses and seats affiliated by Other Univ./ Board etc. _____

Course	Intake	Course	Intake
Course	Intake	Course	Intake
Course	Intake	Course	Intake
Course	Intake	Course	Intake

(Note:- Attach Proof in support of above points of MDU/Other Statutory Bodies/Univ.)

PURPOSE OF INSPECTION

- (A) Establishment of a new college _____
- (B) Extension/Continuation in prov. affiliation _____
- (C) Grant of Additional Course(s) _____
- (D) Grant of Additional Subject(s) _____

- (E) Grant of Additional Unit(s)/Seat(s) _____
- (F) Grant of Permanent Affiliation to Course/
College: _____
- (G) Regarding periodical Inspection _____

Information/Documents available with the College

- (i) Mention the year, for which NOC has been Issued by the State Government/ Central Body:
(Please enclose photocopy) _____
- (ii) Name of the Courses with an intake, for which affiliation is asked for _____
- (iii) Session/Year for which affiliation is asked for _____
- (iv) Date of Previous Inspection made by the University _____
- (v) Whether Compliance has been made by the college or not _____
- (vi) Mention the year, in which Permanent affiliation has been granted to the college, by the university _____
- (vii) Accreditation from NAAC/NBA etc. with Grade (Copy enclosed) _____
- (ix) Whether the college is covered under 2(f), 12(b) or any other category of UGC (Copy enclosed) _____
- (x) Any other Information: _____

Requirement and availability of staff

		Description (requirement)	Required No of Faculty Staff	Available	Particulars of staff appointed with name, frame, DOB & DOJ	Nature of appointment			Approved/Not Approved
						Permanent	Regular	Temp	
A	I	Teaching Staff (Please see Note-1)							
		Principal (Qualified & in Professor Grade)*							
		Professor							
		Reader/Associate Professor							
		Lecturer/Assistant Professor (Qualified)							
	II	Administrative Staff (See Note-1)							
		i) Librarian							
		ii) Registrar/Administrative Officer							

iii)	Office Manager							
iv)	Technical Asstt./Computer Operator							
v)	IT Executive/ Maintenance Staff							
vi)	Office Clerk/Data Entry Operator							
vii)	Library/Lab Attendant ^(d)							
viii)	Safai Karamchhari							
ix)	Peon/Chowkidar							
x)	Store Keeper							
xi)	Any other information							

* e.g. course approved by AICTE, UGC, NCTE etc.

** Requirement will change proportionally with the change in the no. of students.

B INFRASTRUCTURE & AMENITIES(See Note-2)

			(a) Land (Total area) (b) Total covered area (furd/ Janna Bandi) (Photograph:- Main Entry with College Name, Individual photograph of the college building)				
			No. of Class Rooms (size _____)				
			No. of Tutorial Room (size _____)				
			Workshop Hall (size _____)				
			No. of Laboratories (size _____)				
			No. of well furnished Conference Hall (size _____)				
			No. of rooms/cabins for academic faculty (size _____)				
			Principal's Room (size _____)				
			Administrative Office (size _____)				
			Play Ground (Indoor) (size _____)				
			Play Ground (Outdoor) (size _____)				
			Common Rooms (a) For Boys (b) For Girls (c) For Staff				
			Hostel facility for (a) Boys (b) Girls				

✓

	Safe Drinking Water (a) RO (b) Filter (c) Water Cooler (d) Any other source				
	Toilets: (a) For Male (b) For Female (c) For Staff				
	Canteen				
	Cycle Stand-cum-Parking space (size)				
	NSS/NCC/Women Cell/Placement Cell/anti-ragging Cell				
i)	Library (Size sqm) (a) No. of Books (b) Magazines (i) General (ii) Engineering (iii) Computer (iv) Science (v) Technology (vi) Any other (c) Journals (i) General (ii) Engineering (iii) Computer (iv) Science (v) Technology (vi) Any other (d) Newspapers (i) Hindi (ii) English (iii) Any other language				
	Space for reading and reference in the library with seating capacity accommodation				
	Photocopy facilities in the library				
	Internet/FAX/Land line telephone in the institute				
	No. of Computer and printers				
	No. of Laboratories				
	ICT equipment like ROT, SIT, required for using digital resources in teaching				
	Physics Lab with equipments				
	Chemistry Lab with equipments				
	Language Lab with equipments				

	Mechanical Workshop Equipments			
	Electrical Technology Lab Equipments			
	Basic Electronics Lab			

Convener

Member

Member

✓



Annexure-B

Compliance with Terms & Conditions

Serial no. as mentioned in the tender document	Header	Compliance (Yes/No)

Note:

1. MD UNIVERSITY reserves the right to accept or reject deviations if any.
2. Major deviations may lead to rejection of technical bid.



Annexure-C

Commercial Bid

Items	Cost in Rs. (Excluding taxes)	Taxes if applicable	Total cost
Web Application Charges			
Mobile Application Development Charges			
3 rd Party Development Tool used Cost			
Training and KT cost			
Annual technical Support Cost			



Annexure-D

List of full time Software Developers, Professional System Administration etc. currently Available

Sr.No.	Name	Designation	Edu. Qualification	Professional Certifications	specialization	Date of Joining the organization	Total Experience

List of full time senior engineers, Network professionals currently Available.

Sr.No.	Name	Designation	Edu. Qualification	Professional Certifications	specialization	Date of Joining the organization	Total Experience

Date
Place

Signature of Authorized Signatory
Name of the Authorized Signatory
Designation
Name of the Organization ...
Seal ...



Annexure -E

Letter of Authorization for attending Bid Opening

Shri/Km./Smt. _____

son/daughter/wife of Shri _____

Proprietor/Partner/Director/Authorized signatory/Representative of M/s

(Name and

Address of the bidder). (Registration No. _____) whose specimen

Signatures are given below is hereby authorized to attend the Bid Opening/Opening of Techno-commercial/Opening of Financial Bid. She/he is also competent to accept and sign any document in connection with tender regarding **on-site Development/Implementation/Configuration of College Portal and College Evaluation Process.**

On our behalf. We undertake to abide by any acceptance given by him under his signature.

1. _____ 2. _____ 3. _____ (Specimen
Signatures of Authorized Representative)

Name and Address of Authorized Representative _____

Date:

Place:

Signature of Authorized Person

Full Name:

Address:

Seal