

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Dean of Research & Development (DORD) Office

TENDER FOR SUPPLY OF FURNITURE AT IIT KANPUR

Cost of tender: Rs.500/-
(Non-Refundable)

TENDER No: RD/ 2013-2014/003 Dated: 31st December 2013

- (1) Tender Closing Date : 21st January 2014 at 15:00 p.m.
- (2) Tenders Opening : 21st January 2014 at 15:15 p.m.
- (3) Venue for Submission of Tender : Officer-in-charge,
Stores & Purchase Section
Indian Institute of Technology Kanpur
Kanpur-208016 (U.P) India
- (4) Opening of Technical Bids : 15:15 hours on 21 January 2014
Venue: same as (3) above
- (5) Opening of Financial Bids : Will be communicated later.

Changes if any, in schedule will be displayed on the website at www.iitk.ac.in/infocell/tender/dord.htm. No intimation shall be sent individually. Bidders are requested to keep checking the website for any changes in Venue and time of opening of the bids.

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1) Tender Notice

TENDER No: RD/ 2013-2014/003 Dated: 31st December 2013

The Dean of Research and Development (DORD) Office, IIT Kanpur, Kanpur – 208 016, Uttar Pradesh, India, invites sealed tenders from manufacturers/suppliers of furniture items for use in R.A. Hostel in IIT Kanpur.

(IIT Kanpur is an Autonomous Body under the Ministry of Human Resource Development, Govt. of India)

The following documents giving full details are enclosed:-

- 1) Annexure-I - General Terms and Conditions including eligibility conditions.
- 2) Annexure-II - Technical Specification of furniture required.
- 3) Annexure-III - Proforma for Technical Bid and Undertaking.
- 4) Annexure-IV - Proforma for Financial Bid.

2) Schedule:

- a) Due date and time of receipt of tender: 21st January 2014 at 15:00 p.m.
- b) Address for submission of tender: Officer-in-charge,
Stores & Purchase Section
Indian Institute of Technology Kanpur
Kanpur-208016 (U.P) India
- c) Opening of Technical Bids: 15:15 hours on 21 January 2014
Venue: same as (b) above

- 3) The tender documents can only be downloaded from the website: www.iitk.ac.in
- 4) The tender, complete in all respect, must be received in the designated office before the due time and on or before the due date. The tenders received after the due date and time will not be considered. All outstation tenders sent by courier/post must be received in the designated office before due time on the due date. This office shall not be responsible for any kind of delay in submission of the tender.
- 5) The tender is not transferable. Only one tender shall be submitted by one Supplier.

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DORD, IIT Kanpur
ANNEXURE-I

TENDER No: No: RD/ 2013-2014/003 Dated 31st December 2013

GENERALTERMSANDCONDITIONSINCLUDINGELIGIBILITYCONDITIONS

- 1) **Parties:** The parties to the Contract are the Tendering Firm and DORD office of Indian Institute of Technology Kanpur (IITK).
- 2) **Addresses:** For all purposes of the contract including arbitration there under, the address of the firm mentioned in the tender shall be final unless the firm notifies a change of address by a separate letter sent by Speed Post/ registered Post with acknowledgement due. The firm shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- 3) **Preparation and Submission of Tender:** The tender should be submitted in two parts viz. Technical Bid and Commercial Bid in the proforma given in Annexure-III and Annexure-IV respectively with each Bid kept in a separate sealed cover. Each cover must contain the address of the Bidder, and should be subscribed with the statement “Technical Bid” and “Commercial Bid”, as the case may be. These two covers should then be kept in another sealed cover addressed to:
Officer-in-charge,
Stores & Purchase Section
Indian Institute of Technology Kanpur
Kanpur-208016 (U.P) India
duly subscribed with the statement “Tender for Supply of Furniture Items at D O R D o f f i c e , I I T K A N P U R” and TENDER No: No: RD/ 2013-2014/003 Dated: 31st December 2013.
- 4) **Signing of Tender:** Individual signing the tender or other documents connected with contract must specify whether he/she signs as:
 - a) A “sole proprietor” of the firm or constituted attorney of such sole proprietor;
 - b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
 - c) Director or a principal officer duly authorized by the Board or Directors of the Company, if it is a company.

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- d) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, DORD office, IIT Kanpur shall, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- e) The tenderer should sign and affix his/her firm's stamp at each page of the tender and all its Annexure as the acceptance of the offer made by the tenderer will be deemed as a contract and a formal agreement will also be drawn regarding the contract.

5) Technical Bid

- 5.1 The Technical bid should be submitted in form given in Annexure-III.
- 5.2 All columns of the proforma should be filled and accompanied by DDs towards Earnest Money Deposit, cost of tender paper and documentary evidence/brochure etc. in support of the information provided against different columns, failing which the Bid would be liable for cancellation.

6) Commercial Bid:

- 6.1 The Commercial Bid should be submitted in form given in Annexure-IV. The Commercial Bids of only those bidders who are short-listed after evaluation of Technical Bids will be opened. A Committee (constituted by the Dean of Research & Development, IITK.) will evaluate the Technical Bids and Commercial bids.
- 6.2 A consolidated price should be quoted for the item along with its break up showing different items of charge. The consolidated price quoted shall be firm and final and payable for the goods delivered, installed and commissioned in the RA Tower, IIT Kanpur. No payments other than the amount shown as consolidated price shall be made by the DORD office, IIT Kanpur. If any statutory levy is found applicable, the same shall be borne by the tendering firm. The only deviation to the preceding statement could be the levies revised upward or introduced by State or Central Government after the submission of the tender by the bidder, in which case the Bidder shall produce documentary evidence. The total consolidated price quoted shall be the basis for determining L-1.
- 6.3 At the time of payment of bills, the Income Tax, if any, shall be deducted at source as per Government Rules and guidelines as may be prevailing at the time of payment.
- 6.4 The detail specifications of furniture are available in Annexure-II.

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7) Validity: The bids shall be valid for a period of 6 (Six) months from the date of opening of the tenders.

8) Opening of Tender: The Technical bids shall be opened on 21st January 2014 at 15:15 P.M. in Stores and Purchase Section, IIT Kanpur. The tenderer is at liberty to attend either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and a proof of identification. Those who will qualify in Technical Bid evaluation shall be intimated on phone/ by fax/by e-mail.

9) Criterion for Evaluation of Tenders: The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure-III and sample furniture items provided by the tenderer, then on the basis of commercial information furnished in form given in Annexure-IV. The Commercial Bid (Annexure-IV) of only those firms that are found eligible based on technical parameters and eligibility conditions will be opened. Any inferences drawn by the tenderers or their representatives during the opening of the Technical Bid will be their own view and DORD, IIT Kanpur will not be responsible and required to abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed.

10) Right of Acceptance:

10.1 DORD, IIT Kanpur reserves all rights to reject any tender including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of IITK in this regard shall be final and binding.

10.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvas for the purchase order will prejudice the firm's quotation.

11) Communication of Acceptance: Successful bidder will be informed of the acceptance of his bid by speed post/ fax/on phone.

12) Time Schedule for supply of furniture: The supply must be completed within 60 (sixty) days of receipt of the Purchase Order. Part supply will be allowed.

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13) Penalty: In the event of the firm failing to:

- (i) Observe or perform any of the conditions of the Purchase order as set out herein; or
 - (ii) Execute the order in good condition to the satisfaction of DORD, IIT Kanpur.
- (a) It shall be lawful for DORD, IIT Kanpur, in its discretion, in the former event to remove or withhold any part of the order until such times as it may be satisfied that firm is able to do and will duly observe the said conditions and in the latter event to reject or remove as the case may require any order executed otherwise than in a good condition and to the satisfaction of IITK and by the time fixed by it and in both or either of the events aforesaid to make such arrangements as it may think fit for the execution of the order so removed or order in lieu of that so rejected or removed as aforesaid on account and at the risk of the firm.
- (b) Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates, IITK may charge the amount of such excess cost to the firm and the same may at any time thereafter be deducted from any amount that may become due to the firm under this or any other contract or maybe demanded of him to be paid within seven days to the credit of the IITK.
- (c) In the event of discovery of any error or defect due to the fault of the firm/vendor at any time after the delivery of goods ordered, the firm/vendor shall be bound, if called upon to do so, to rectify such error or defect at his own cost to the satisfaction of and within the time fixed by IITK. In the event of the delivery of any defective work, which owing to urgency or for any other reason cannot be wholly rejected IITK shall have the power to deduct from any payment due to the firm such sum as it may deem expedient.
- (d) In the event of work being wholly rejected, DORD, IIT Kanpur may at its discretion either:
- (i) Permit the firm/vendor to re-do the same within such time as it may specify at firms own cost of all sorts i.e. materials, labour, equipments, overheads, transportation etc; or
 - (ii) Arrange to get the additional work done elsewhere and by any other person or from any other source than the firm/vendor in which case the amount of extra cost, if any, shall be recovered from the contractor in the manner provided in sub-clause(b) of this clause.

14) Breach of Terms and Conditions: In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by IITK in that event.

15) Subletting of Work: The firm shall not assign or sublet the work or any part of it to any other person or party.

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16) Right to Call upon Information Regarding Status of work: DORD, IIT Kanpur shall have the right to call upon information regarding status of work at any point of time.

17) Tolerance Clause:

17.1 IITK/the purchaser reserves the right to place the orders on the successful tenderer for any additional quantity at the same rates quoted by the bidder. At the option of the purchaser, the quantity can also be reduced when felt necessary.

17.2 The tenderers are bound to accept the orders for additional/less quantity under this clause if orders are issued at the time of placement of contract, or during the currency of the contract.

17.3 If different rates for specific items of stores or slab rates are quoted, the tenderer shall apply the additional quantity in respect of each specific item and each slab at the respective rates quoted by the firm for these items at these slabs.

17.4 The withdrawal of any slab rates after opening of tender will render entire tender invalid and invite action which may result banning of business dealing with firms/suppliers including in such practices, besides forfeiture of the Earnest Money Deposits.

18) Terms of Payment:

18.1 Material is to be supplied by the tenderer F.O.R at IIT Kanpur on specified address.

18.2 All payments shall be made by Account Payee cheque/TT mode only after satisfactory supply, installation and commissioning of the furniture items.

18.3 DORD, IIT Kanpur shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes including TDS as applicable and recovery of penalties mentioned in preceding para.

18.4 The term "payment" mentioned in this para includes all types of payments due to the firm/vendor arising on account of this contract.

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19) Eligibility conditions:

19.1 The manufacturers who have been in the business of manufacturing furniture / hostel furniture for more than 10 years.

19.2 The supplier must be either itself a manufacturer or authorised vendor of the manufacturer;

19.3 The manufacturer should have a dealer base in Kanpur for at least last five years to prove its capability to provide after sales service as and when required;

19.4 The tenderer / authorised vendor/manufacturer must have successfully executed at least three contracts of similar nature to IIT Kanpur/Central/State Government Departments/organizations/University hostels/institutes of similar stature. Copies of these contracts/purchase orders must be attached with the Technical Bid; in case more than one bidder meets the above criterion, Suppliers who have supplied furniture to IIT Kanpur hostels having good supply record will be given preference.

19.5 The technical bid must be accompanied by the manufacturer's catalogues/brochures and photograph etc. (in original) in respect of the product offered.

19.6 The Tenderer must have PAN/TIN No. and VAT No. and must submit legible attested copies of PAN/TIN No. and VAT No. with Technical Bid. Technical Bid not accompanied by these documents would be summarily rejected.

19.7 The bidder must give warranty of at least 12 months of the products supplied and should undertake to rectify/attend to the complaints within 2 days, excluding Sundays/Holidays during the warranty period.

19.8 The period of warranty offered for the product will be a criterion in case more than one bidder meets the above criterion.

20) General:

20.1 The manufacturer must submit pre-receipted Bill for payment after satisfactory supply and installation of the product at the locations Ordered.

20.2 Any violation of the terms and conditions or supply of inferior quality of material shall result in total rejection of the items apart from taking appropriate remedial action at the risk and cost of the bidder.

20.3 The receipt of the Purchase Order should be acknowledged by return post.

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20.4 The decision of competent authority i.e., Dean of Research & Development, Indian Institute of Technology Kanpur (IITK) in any matter of dispute shall be final and binding.

21) Earnest Money Deposit (EMD): The Technical Bid must be accompanied by Earnest Money Deposit of Rs.90,000/- (Rupees ninety thousand only) submitted in the Form of Demand Draft drawn on any Scheduled Bank in favour of “IIT Kanpur” and payable at “Kanpur (UP)”. While the EMD of other vendors would be returned immediately after a decision on identification of a vendor, the EMD of the selected vendor shall be returned after the Vendor has supplied and installed the materials at the locations indicated in the Purchase Orders. No interest will be payable on the EMD.

22) Performance Security: The vendor selected would be required to furnish a Performance Security equal to 5% of Purchase Order (P.O) of furniture in the form of Demand Draft/FDR/Bank Guarantee from any Scheduled Bank in favour of “IIT Kanpur” payable at “Kanpur, UP”. In case the Performance Security is submitted in the Form of Bank Guarantee the same should be valid for a period of 2 (two) months beyond the date of expiry of Warranty Period of the Furniture.

23) Cost of tender document: The bidders will be required to deposited cost of Tender amounting Rs.500/- (Rupees five hundred Only) to be placed in the “Technical Bid” in the shape of separate DD/BC in favour of “IIT Kanpur” payable at “Kanpur, UP”. This amount is non-refundable.

Tender documents can be downloaded from website <http://www.iitk.ac.in/infocell/tender/dord.htm>. Documents downloaded from website shall be accompanied by DD as mentioned in point no (23). Documents should be complete in all aspects, incomplete documents will be rejected.

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ANNEXURE-II

TENDER No: No: RD/ 2013-2014/003 Dated 31st December 2013

Enquiry date: 27.12.2013

Closing date: 21.01.2014

Specifications for furniture

1. Furniture for single room

S. No	Type of Furniture	Specifications	Quantity required
1.	Wooden bed with storage box(Storage bed)	Single bed with head rest and box (storage) size: 1800x900x450mm. Bed structure (frame) should be made of teak wood. Size: 25x50mm). Inside support should be made of teak wood, size: 25x50mm). Head rest: 400mm height, half round 45mm biding cushioned by good quality foam (35mm, 40mm density) and good quality fabric. 19 mm 100% water proof board and 04 mm teak ply of ISI mark should be used. Polish: melamine finish.	190
2.	Multipurpose Iron frame table with wooden top.	Iron frame 1.25 sq. inch pipe wall thickness: 1.5mm with powder coating finish, size: 39"x24"x30" with one drawer and cabinet box at right side leaving an open space of atleast 6" between the cabinet and top. Single outside locking system on the left side with hinged door. Iron should be used of 22 gauges. Top of the table should be made of 19 mm ISI brand 100% waterproof board. One side 0.8mm sunmica (ISI brand) pasted on the top. Other side of the top should be painted. Around bidding of the top should be of 25mm teak wood with polished.	190
3.	Wooden Chair (Standard Size) with cushion seat and back.	Teak wood structure (frame) with seat and back cushioned by very good quality foam and fabric. Seat foam: 75x40 density Back cushion: 35x40 density Polish: melamine finish.	190
4.	Multipurpose wooden rack.	Size: 900x900x300mm Board: 19mm, ISI mark & 100% water proof. Teak ply of 4mm, ISI mark 100% water proof should be pasted on the board structure of the rack.	190

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		Back side: 12mm waterproof ISI mark ply. 25mm teak wood bidding. Polish: melamine finish.	
5.	Mirror to be fixed in wardrobe door.	Mirror size: 1200x375mm Thickness of glass: 05mm All side bidding: 25mm teak wood. Polish: melamine finish.	190
6.	Plastic balcony chair.	Standard size with very good quality material	190
7.	Plastic balcony stool	Standard size with very good quality material	190

2. Furniture for family size room

S. No	Type of Furniture	Specifications	Quantity required
1.	Wooden bed with storage box(Storage bed) 02 in each room	Single bed with head rest and box (storage) size: 1800x900x450mm. Bed structure (frame) should be made of teak wood. Size: 25x50mm). Inside support should be made of teak wood, size: 25x50mm). Head rest: 400mm height, half round 45mm bidding cushioned by good quality foam (35mm, 40mm density) and good quality fabric. 19 mm 100% water proof board and 04 mm teak ply of ISI mark should be used. Polish: melamine finish.	96
2.	Multipurpose Iron frame table with wooden top.	Iron frame 1.25 sq. inch pipe wall thickness: 1.5mm with powder coating finish, size: 39"x24"x30" with one drawer and cabinet box at right side leaving an open space of atleast 6" between the cabinet and top. Single outside locking system on the left side with hinged door. Iron should be used of 22 gauges. Top of the table should be made of 19 mm ISI brand 100% waterproof board. One side 0.8mm sunmica (ISI brand) pasted on the top. Other side of the top should be painted. Around bidding of the top should be of 25mm teak wood with polished.	48
3.	Wooden Chair (Standard Size) with cushion seat and back. 02 in each room	Teak wood structure (frame) with seat and back cushioned by very good quality foam and fabric. Seat foam: 75x40mm Back cushion: 35x40mm Polish: melamine finish.	96

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4.	Multipurpose wooden rack.	Size: 900x900x300mm Board: 19mm, ISI mark & 100% water proof. Teak ply of 4mm, ISI mark 100% water proof should be pasted on the board structure of the rack. Back side: 12mm waterproof ISI mark ply. 25mm teak wood bidding. Polish: melamine finish.	48
5.	Mirror to be fixed in wardrobe door.	Mirror size: 1200x375mm Thickness of glass: 05mm All side bidding: 25mm teak wood. Polish: melamine finish.	48
6.	Plastic balcony chair. 02 in each balcony	Standard size with very good quality material	96
7.	Plastic balcony stool	Standard size with very good quality material	48

Note: (1) Specifications mentioned above are tentative in nature.

(2) Bidders are advised to provide minimum one sample of each seven items along with the bid.

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DORD, IIT Kanpur

ANNEXURE-III

TENDER No: No: RD/ 2013-2014/003 Dated 31st December 2013

Technical Bid

TECHNICAL INFORMATION AND UNDERTAKING

(See Clause 5 of Annexure I of this Tender Document)

1. Name & Address including e-mail
ID and Telephone contact details of
the Bidder/Concern.
2. Nature of Concern (i.e. Proprietor
or Partnership firm or a Company
or State/Central Govt. Autonomous
Body/PSU, etc.). Please enclose
documentary evidence e.g.
Registration/Incorporation
Certificate etc.
3. Whether each page of Tender Document and its Annexures, have YES/NO
been signed stamped and enclosed
4. Whether ready to supply the material within the period given by the YES/NO
Institute
5. Whether the tenderer is black listed for supplying any item by YES/NO
IIT Kanpur or Govt. concern or otherwise penalized.
6. Whether evidence to show that the manufacturers has been in the YES/NO
business of manufacturer of furniture items for at least 10 years
is attached with the technical bid
7. [i] Whether supplier is the manufacturer himself YES/NO
[ii] Whether supplier is an authorized vendor of the manufacturer YES/NO
and the evidence to prove the same is attached
8. Whether manufacturer has an authorized dealer based in Kanpur YES/NO
since last five years

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11. Whether manufacturer's catalogues/brochures etc. in original for furniture items being offered attached with the Technical bids? YES/NO
12. Whether sample of each furniture item has been provided? YES/NO
13. Whether self attested legible copies of their PAN/TIN No. and VAT attached with the technical bid YES/NO
14. Whether undertake to respond to service calls within two working days YES/NO
15. Whether proof of period of warranty offered attached: YES/NO
16. DetailsofEMDsubmitted YES / NO
DD No:
Date:
Bank Name:
Amount: Rs.
In Favour of
Payable at:
17. DetailsofCostofTenderPapersubmitted YES / NO
DD No:
Date:
Bank Name:
Amount: Rs.
In Favour of
Payable at:

Signature (with Stamp).....

Name.....

Designation.....

Company Seal.....

Date:
Place:

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UNDERTAKING

(To be printed on the letter-head of Tenderer)

TENDER No: No: RD/ 2013-2014/003 Dated 31st December 2013

1. I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed purchase order of furniture items and shall abide by them.
2. I/We also undertake that I/We have understood "Parameters and Technical Specifications terms and conditions for executing the Order" mentioned in this Tender, and shall conduct the work strictly as per these "Parameters and Technical Specifications".
3. I/We further undertake that the information given in this Tender are true and correct in all respect and we hold the responsibility for the same.
4. I/We also undertake that the materials to be supplied will be in accordance with specifications given in the Annexure II to the Tender Document and I/We shall be responsible for rejection/cancellation of contract if the materials are not found up to the mark or for civil/criminal proceedings if the material supplied is found sub-standard. We also undertake to incur the costs necessary for the tests or any other certification required by IITK to confirm the compliance of the product with the specifications cited in the Notice for Tender.

Signature(with Stamp).....

Name.....

Designation.....

Date: Place:

Company Seal.....

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ANNEXURE-IV

TENDER No: No: RD/ 2013-2014/003 Dated 31st December 2013

Commercial Bid

(See Clause 6 of Annexure I of this Tender Document)

Sr. No.	Items	Quantity to be purchased	Basic unit Rates	Taxes	Any other specific charges	Total consolidated price (in Rs.) (4+5+6) x 3
(1)	(2)	(3)	(4)	(5)	(6)	(7)

2. Total consolidated price inclusive of all levies and taxes, freight, insurance, installation, commissioning and all other incidental charges quoted for the work as details given above will be Rs..... (in words).....Only).

3. The above rates are inclusive of delivery charges upto IIT Kanpur.

4. The bid will be valid for a period of six months from the date of acceptance of the tender by the Competent Authority.

Signature (with
Stamp).....
Name.....
Designation.....

Date:

Place: