

# **SINDH HIGH COURT, KARACHI**

## **TENDER DOCUMENT**

**(Free of Cost)**

**FOR THE FINANCIAL YEAR 2022-2023**

**Tender Reference NO.SHC/Budget/Tender-2022-2023/xiii**

**Dated: 20-01-2023**

**Supply of Stationery Items (as per samples) on item wise basis for High Court of Sindh, Karachi**

<b>Name of Bidding Organization</b>	
<b>Type of Bidding Organization (Proprietor/ Partnership/ Private Limited/ Public Limited)</b>	
<b>NTN Number (mandatory)</b>	
<b>GST Number (mandatory)</b>	
<b>Official Whatapp No</b>	
<b>Official E-mail Id</b>	
<b>Name &amp; Signature of Head of Bidding Organization</b>	
<b>Name &amp; Signature of Authorized/ Focal Person</b>	
<b>Stamp of Company</b>	

<b>Chairman, Procurement Committee</b>	
<b>Member, Procurement Committee</b>	<b>Member, Procurement Committee</b>

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Tender Reference No. \_\_\_\_\_

Dated \_\_\_-\_\_\_-2023

To,

**The Learned Registrar,  
Sindh High Court,  
Karachi.**

Respected Sir,

We, the undersigned, offer to provide our services for **“Supply of Stationery Items (as per samples) on item wise basis for High Court of Sindh”**, as a Bid, sealed in an envelope. Mr. \_\_\_\_\_ holding CNIC No. \_\_\_\_\_ has been authorized to attend the Bid Meetings on behalf of our organization.

We understand that Sindh High Court is not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.

The decision of Purchase Committee shall be final and cannot be challenged on any ground at any forum and the Purchase Committee will not be liable for any loss or damage to any party acting in reliance thereon.

Sincerely,

**Name:**

**Designation:**

**Name of Company**

**Dated:**

*\*No need to print this on company letter head.*

## **1. Introduction & Instruction:**

The SINDH HIGH COURT (SHC) is the highest judicial institution of the province of Sindh. We are interested to purchase items, as mentioned in tender document, from your esteemed firm / agency in transparent manner. SHC reserves the right to increase/ decrease the quantities as per requirement in the light of availability of funds, as per rules.

<b>Purpose &amp; Scope</b>	<b>Supply of Stationery Articles on items wise basis for High Court of Sindh.</b>
<b>Last Date &amp; time of Submission of Bids</b>	13 <sup>th</sup> February, 2023 at 10:45 a.m.
<b>Date &amp; time of Opening of Bids</b>	13 <sup>th</sup> February, 2023 at 11:30 a.m.

Please be informed that in case of public holiday/ unforeseen events, tender will be opened on the next working day.

## **2. Principles of Procurement:**

Sindh High Court believes in fair, open, transparent and corruption free tender process. It is ensured that procurements are conducted in a *fair and transparent manner* and the object of procurement brings value for money to our organization. Hence, bidders are directed to provide soft & hard copies of all required documents as mentioned in “Eligibility Criteria”. We strictly follow “No Gift Policy” and do not favor any bidder. Any influence for winning the tender will disqualify the bidder from the tender process and bidder may be black listed for the life time subject to rules.

## **3. Clarification and Modification of Bidding Documents:**

Bidding Document has been prepared as per rules. Clarifications (if any) for contents of bidding documents may be sent to the Procurement Committee comprising D.G (F&A), D.R (Accounts) and Accounts Officer, A.G Sindh through Registrar, High Court in writing, at least five calendar days prior to the date of opening of bid. Clarification in response to a query shall be uploaded on the official website of Sindh High Court. All bidders are advised to visit the website of Sindh High Court for keeping them updated.

## **4. Objection(s) on Bid Evaluation Reports:**

Bid Receiving Time Sheet, Bid Attendance Sheet, Eligibility Criteria Report, Technical Bid Evaluation Report and Financial Bid Evaluation Report shall be uploaded on the official website of High Court of Sindh. Objection(s) if any should be submitted within THREE (03) working days of uploading of reports. Thereafter, no objection shall be entertained.

## **5. Preliminary Examination of Bids:**

Procurement Committee shall examine the bids to confirm that all required documents and specifications/ technical documentation requested in bidding documents have been provided, and to determine the completeness of each document submitted. If any of the required documents or information is missing, the bid shall be rejected. Further, Sindh High Court shall examine the Bid to confirm that all terms and conditions specified in the bidding documents have been accepted by the Bidder without any material deviation or reservation.

## **6. Financial Evaluation:-**

Financial Evaluation of eligibility/technical qualified Bid (s) shall be done on **ITEM WISE BASIS**, as mentioned in financial proposal. All government taxes shall be applicable as per rules. Tender may be awarded to the lowest bidder (s) subject to fulfillment of all the terms & conditions of bidding documents and specifications/ requirements of Sindh High Court as mentioned in bidding documents and as per rules.

## **7. Mandatory Qualification/ Eligibility Criteria:**

Hard Copies (print out) of following documents are mandatory. The bids disqualified / not responsive to the Mandatory Qualification Criteria, as mentioned below shall not be eligible for further Evaluation.

<b>S #</b>	<b>Eligibility Criteria</b>	<b>Flagged</b>
1	Complete filled, signed & stamped Tender Document.	<b>A</b>
2	Valid General Sales Tax (GST-FBR) Registration with Active Tax Payer Status on FBR website	<b>B</b>
3	Valid Income Tax (FBR) Registration with Active Tax Payer Status on FBR website	<b>C</b>
4	Dealership Certificate of the product which is being offered to Sindh High Court	<b>D</b>
5	Copies of at least THREE (03) Purchase Orders along with work completion certificate/ delivery challan of the relevant item during the last three years.	<b>E</b>
6	Affidavit on stamp paper of Rs. 100/- duly notarized to the effect that the bidder is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government	<b>F</b>
7	Average annual turnover in preceding 3 financial years should not be <b>less than Rs. 0.5 million</b> demonstrated through income tax returns / Audited statement of Accounts.	<b>G</b>
8	Technical Bid / Proposal on Bidder's Letterhead duly signed and stamped along with the required brochure/ technical data etc.	<b>H</b>

## 8. Specifications:-

Sr. Nos.	ITEM NAME	SPECIFICATION / BRAND / MEASUREMENT	REQUIRED QUANTITY	Units	Unit Rate with all taxes Rs.
01	BOX FILE IN PLASTIC	COLOR : BLACK & GREEN SIZE13x11(CHINA MADE)	150	PCS	
02	DOUBLE PUNCH MACHINE	BRAND KW-triO® 09880 (small size) OR EQUIVALENT STANDARD	15	PCS	
03	DUPLICATING PAPER	(PER RIM CONTAINS 400 PAGES), LOCAL MADE 60 GRAMS (13½ X 8½) (FRIENDLY FOR CYCLOSTYLING MACHINE) OR EQUIVALENT STANDARD	1000	REAMS	
04	LINING REGISTER	LOCAL MADE 400 PAGES SIZE 8X13	250	PCS	
05	STICKING COLOUR FLAGS	FLORENCE – NON FLORENCE WORK SAFE (FOR HON'BLE JUDGES) OR EQUIVALENT STANDARD	100+100	PCS	
06	ENVELOPE	(LARGE) (16 x 12) KRAFT 120 GRAMS OR EQUIVALENT STANDARD	3000	ENVELOPE	
07	ENVELOPE (MEDIUM)	(MEDIUM) (11 x 5) OFFSET KRAFT 65 GRAMS	5000	ENVELOPE	
08	ENVELOPE (SMALL)	(SMALL) (9 x 4) OFFSET KRAFT 65 GRAMS	10000	ENVELOPE	
09	FILE WRAPPER	LOCAL MADE AS PER SAMPLE	1200	PCS	
10	FLAG GENERAL (COLOUR)	SHOULD NOT BE LESS THAN 70GM (PER PACKET CONTAINS 500 FLAGS)	1200	PACKETS	
11	GUM STICK	UHU 8 GRAM SMALL OR EQUIVALENT STANDARD	500	PCS	
12	HEAVY DUTY STAPLE MACHINE	( KW-triO® ) - No. 050LC Brand OR EQUIVALENT STANDARD	05	PCS	
13	HEAVY DUTY STAPLE PIN	(KW-triO®) 23/17 , 23/13 OR EQUIVALENT STANDARD	25	PACKET	
14	HIGHLIGHTER	Pelikan® IN DIFFERENT COLOUR – YELLOW + GREEN + PINK + ORANGE OR EQUIVALENT STANDARD	400	PCS	
15	HOLE PUNCH MACHINE SINGLE	IRON LOCAL MADE (AS PER SAMPLE)	100	PCS	
16	PAPER CUTTER	CHINA MADE AS PER SAMPLE PLASTIC HANDLE	100	PCS	
17	LEDGER PAPER	80 GRAMS (13½ X 8½) (PER RIM CONTAIN 100 SHEETS WRAPPED WITH PLASTIC SHEET)	4000	REAM	
18	MASKING TAPE	(BROWN) 3 INCH JOHNSON	100	PCS	
19	MASKING TAPE	(TRANSPARENT 3 INCH) JOHNSON	150	PCS	
20	MARKER (PERMANENT)	DOLLAR ® UM-2	500	PCS	

21	<b>PACKING PAPER (BROWN SHEET)</b>	LOCAL MADE - (3 feet 11" X 2 feet 11") AS PER SAMPLE	1000	SHEETS	
22	<b>WRITING PAD (LARGE)</b>	LINNING PAPER 75 GRAMS (50 SHEETS) AS PER SAMPLE SIZE 8 <sup>1</sup> / <sub>2</sub> X11 INCH	100	PCS	
23	<b>WRITING PAD (MEDIUM)</b>	LINNING PAPER 75 GRAMS (50 SHEETS)AS PER SAMPLE SIZE 5 <sup>1</sup> / <sub>2</sub> X8 <sup>1</sup> / <sub>2</sub> INCH	100	PCS	
24	<b>WRITING PAD (LARGE)</b>	PLANE OFFSET PAPER 75 GRAMS (50 SHEETS) AS PER SAMPLE 8 <sup>1</sup> / <sub>2</sub> X11 INCH	150	PADS	
25	<b>WRITING PAD (MEDIUM)</b>	PLANE OFFSET PAPER 75 GRAMS (50 SHEETS) AS PER SAMPLE 5 <sup>1</sup> / <sub>2</sub> X8 <sup>1</sup> / <sub>2</sub> INCH	150	PADS	
26	<b>WRITING PAD (SMALL) /POCKET</b>	LINNING PAPER 80 GRAMS (50 SHEETS) AS PER SAMPLE 4X5 INCH	200	PADS	
27	<b>PAPER TAPE (THREE INCHES)</b>	CHINA MADE 3 (THREE) INCHES EXCELLENT	120	PCS	
28	<b>PEN (FOR JUDGE)</b>	UNI-BALL FINE DELUX- 177 BLUE + BLACK + RED + GREEN OR EQUIVALENT STANDARD	600	PCS	
29	<b>PEN (FOR OFFICER)</b>	M&G (LEADER) STICK GEL PEN AGP10772 BLUE + BLACK + RED + GREEN OR EQUIVALENT STANDARD	600	PCS	
30	<b>PEN (GENERAL)</b>	DOLLAR® Clipper OR EQUIVALENT STANDARD	12000	PCS	
31	<b>PENCIL RUBBER TIP</b>	(FEBERCASTLE®) - (FOR USE OF HON'BLE JUDGES) OR EQUIVALENT STANDARD	300	pencils	
32	<b>PENCIL (FOR STAFF)-GOLDFISH</b>	GOLDFISH® - (FOR THE USE OF STAFFS) OR EQUIVALENT STANDARD	500	pencils	
33	<b>COLOUR PENCIL</b>	PICASSO® COLOUR : RED + BLUE + GREEN OR EQUIVALENT STANDARD	500	pencils	
34	<b>PHOTOSTAT PAPER (A-4 SIZE)</b>	IK (Signature) TRUTONE Technology, 80 GRAMS Size: 21 x 29.7 cm (8 <sup>1</sup> / <sub>2</sub> x 11 <sup>1</sup> / <sub>2</sub> ) (500 sheets) OR EQUIVALENT STANDARD	600	REAM	
35	<b>PHOTOSTAT PAPER (F4A)</b>	(PER RIM CONTAINS 500 SHEETS) IK COPY PAPER (MADE IN INDONESIA) 70 GRAMS SIZE: 216 x 343 mm (13 <sup>1</sup> / <sub>2</sub> X 8 <sup>1</sup> / <sub>2</sub> )	5000	REAM	
36	<b>PIN COUSIN</b>	LOCAL CHINE MADE (AS PER SAMPLE)	100	PCS	
37	<b>POINTER</b>	DOLLAR® 0.3 COLOUR BLACK+BLUE+ RED+ GREEN OR EQUIVALENT STANDARD	120	PCS	
38	<b>POKER ( PLASTIC HANDELSCREW DRIVER SHAPE)</b>	(LOCAL MADE) SIZE 9INCH AS PER SAMPLE	220	POKERS	
39	<b>POLY CLOTH (RED)</b>	SIZE: (3) FEET (8) INCHES X (3) FEET (2) INCHES (AS PER SAMPLE)	200	PCS	

40	<b>RUBBER (FOR THE USE OF HON'BLE JUDGES)</b>	PELIKAN® (AL30) OR EQUIVALENT STANDARD	120	PCS	
41	<b>RUBBER (FOR USE OF STAFF)</b>	DUX®NO 2001 OR EQUIVALENT STANDARD	100	PCS	
42	<b>SCALE STEEL</b>	CHINA MADE (12 INCHES )	100	SCALES	
43	<b>SCISSOR</b>	DL3181 SIZE 200MM STAINLESS STEEL CHINA MADE)	120	PCS	
44	<b>SHORT HAND NOTE BOOK</b>	200 SHEETS BRAND: (HB®) LOCAL MADE	500	PCS	
45	<b>POST IT FLAG</b>	RED,YELLOW,PINK(FLAGS LANGUETTES BANDERITAS) SIZE 25.4MMX43.2MM EACH PACKET CONTAIN 50 FLAGS (3M)	150	PACKET	
46	<b>STAMP PAD INK</b>	CRYSTAL® 28.5 GM OR EQUIVALENT STANDARD	200	PCS	
47	<b>STAPLER MACHINE</b>	KW-TRIO 5547 OR EQUIVALENT STANDARD	300	PCS	
48	<b>STAPLER PIN</b>	(KW-TRIO) 26/6 MOST DEMANDED ARTICLE OR EQUIVALENT STANDARD	4000	PACKET	
49	<b>STAPLER REMOVER</b>	(KW-triO®) - No. 0508B OR EQUIVALENT STANDARD	100	PCS	
50	<b>STICKING COLOUR FLAGS</b>	FLORENCE – PRONOTI (FOR HON'BLE JUDGES) OR EQUIVALENT STANDARD	250	PCS	
51	<b>STICKING COLOUR FLAGS</b>	NON FLORENCE – PRONOTI (FOR HON'BLE JUDGES) OR EQUIVALENT STANDARD	300	PCS	
52	<b>THREAD BALL</b>	AS PER SAMPLE	4000	BALLS	
53	<b>WATER COUSIN</b>	LOCAL CHINA MADE (AS PER SAMPLE)	50	PCS	
54	<b>WHITTO / CORRECTION PEN</b>	DUX® OR EQUIVALENT STANDARD	500	PCS	
55	<b>WRAPPER WITH HARD BOARD</b>	(LOCAL MADE) AS PER SAMPLE	120	HARD BOARDS	
56	<b>PEN (FOR HON'BLE JUDGE)</b>	UNI-BALL EYE MICRO UB-150( BLUE + BLACK + RED+ GREEN) OR EQUIVALENT STANDARD	600	PCS	
57	<b>PINK AND YELLOW PAPER</b>	A4 SIZE 80GRAMS PER PACKET CONTAIN 100 SHEETS OR EQUIVALENT STANDARD	100+100	REAMS	
58	<b>POLY CLOTH (GREY)</b>	WITH STITCHING AS PER SAMPLE	500	PCS	
59	<b>TABLE DIARIES</b>	AS PER SAMPLE	100	PCS	
60	<b>PLASTIC SHEETS</b>	13 ½ X 18 ½ AS PER SAMPLE	2000	SHEETS	

61	<b>FILE CARD</b>	13 ½ X 8 ½	2000	CARD	
62	<b>BINDING TAPE (BLACK)</b>	3 INCH AS PER SAMPLE	100	PCS	
63	<b>BINDING TAPE (BLACK)</b>	2 INCH AS PER SAMPLE	100	PCS	
64	<b>WHITE GLUE</b>	5 KG CAN	10	CAN	
<b>ITEM REQUIRED FOR CIRCUIT COURT, HYDERABAD</b>					
01	<b>PHOTOSTAT PAPER (F4A) LEGAL SIZE</b>	(PER RIM CONTAINS 500 SHEETS) IK COPY PAPER (MADE IN INDONESIA) 70 GRAMS SIZE: 216 x 343 mm (13½ X 8½)  Items will be delivered at High Court of Sindh, Circuit Court, Hyderabad. Rates should be inclusive of all taxes and transportation charges and other charges if any.	850 TO 1000	REAMS	

- a) Please visit the store of High Court before quoting rates and quote rates after inspecting samples.
- b) Equivalent items means that item should be equivalent in term of both quality and cost. Low quality item with low cost may not be considered as equivalent standard. Hence, bidders are advised in their own interest to quote rates after considering all the factors.
- c) Rates must be quoted in Pakistani Currency. No request for change in rates shall be considered under any circumstances.
- d) Rates must be inclusive of transportation/ installation and all other charges if any.
- e) All Government taxes shall be applicable as per rules and the same shall be deducted by the Office of A.G Sindh and its decision shall be final.
- f) No request for change in price shall be considered under any circumstances due to fluctuation in dollar prices or any other factor affecting the prices.
- g) Quality is our main priority. Quality cannot be compromised as per rules, by accepting low quality products on the ground of equivalent standard.

<b>Chairman, Procurement Committee</b>	
<b>Member, Procurement Committee</b>	<b>Member, Procurement Committee</b>

## 9. Terms & Conditions:

1. **Bidding Method:** *Single Stage-One Envelope method* will be adopted for bidding process as per SPPRA Rules.
2. **Qualification/ Eligibility:** Bidders are bound to submit soft and hard copies of all documents as mentioned in Eligibility Criteria Section, in order to establish their eligibility to participate in bid. In case of non-availability of either, soft or hard copy, bidder may be disqualified.
3. **Bid Security:** Bid Security of 1% of total quoted amount will be deposited along with Tender Document in shape of BID SECURITY FORM/ PAY ORDER/ BANK DRAFT as reflected in tender notice. Bid Security should favour Registrar, High Court of Sindh, Karachi. The bid security of unsuccessful bidder will be released by SHC after award of work or after expiry of bid validity period as per rules.
4. **Late Bids:** Sindh High Court shall not consider any bid that arrives after the deadline for submission of bids, as reflected in NIT. Any bid received after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.
5. **Responsive Bids:** A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. Non-responsive Bids shall not be considered. Bidders are advised in their own interest to prepare their bids as per format, requirements, terms & conditions, mentioned in bid documents. Bidders are also advised to submit soft and hard copies of all required documents along with their bids.
6. **Award of Contract:** Sindh High Court may award the Contract to the **qualified Bidder** whose offer has been determined to be the lowest bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
7. **Notification/ Purchase Order for Award of Contract:** Prior to the expiration of the period of bid validity, Sindh High Court will notify the successful Bidder, in writing, that its Bid has been accepted. Until a formal Contract is prepared and executed, the purchase order/ notification of award shall constitute a binding Contract.
8. **Performance Security:** The bid security of successful bidder will be released after submission of Performance Security equal to **5% of total cost of contract**.
9. **Release of Performance Security:** Performance Security shall be released after successful delivery of goods and issuance of satisfactory certificate from the concerned officer.
10. **Validity Period:** The procurement contract will be awarded within bid validity period i.e. **90 days** as per SPRRA Rules.
11. **Receiving/Acceptance of Purchase Order:** The vendor will sign the copy of the Purchase Order as acknowledgement. Copy of Purchase Order along with relevant documents must be submitted along with bill.

12. **Delivery Mechanism**: Successful bidder shall deliver the goods within **thirty (30) calendar days** of issuance of Purchase Order. No request for extension in delivery date shall be considered. In case of non-delivery, bidder will be black listed as per rules.
13. **Delayed Delivery**: 1% penalty of the total amount will be imposed per day for which the company/firm/agency failed to deliver within the delivery/execution period.
14. **Inspection**: Physical inspection will be carried out by the Building Supervisor of this Court. Ordered material is subject to final inspection at the time of delivery.
15. **Quantity Delivered**: Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.
16. **Payment Term**: Payment shall not be made in advance before making delivery. Payment shall be issued by the office of A.G Sindh and cheque will be handed over to bidder (s) or his authorized representative (s).
17. **Condition of Goods**: All items must meet in all respects with the sample/specifications & conditions of the Order and must be in good condition & conform to the best industrial quality standards; otherwise they will be liable to be rejected as per rules.
18. **Rejection of Goods**: We reserve the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.
19. **Disclosure of Confidential Script/Material**: All rights reserve with the SHC and no information either in written/electronic media/copying form should be disseminated without the permission of the authority.
20. **Resolution of Differences**: In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
21. **Rules, Regulations & Policies**: All rules, regulations and policies will be governed in accordance to the SPPRA.
22. **Mistakes in Calculation**: The contractor/ supplier will be liable for any mistakes in calculation of price/ rate and amount and shall be liable to suffer the loss arises at any stage of contract, due to mistakes in calculation or tax rates.
23. **Government tax(es), levi(es) and charges(s)**: All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per rules. Bidder should keep them updated regarding taxation issues in consultation with the relevant tax regulatory authorities.
24. **Stamp Duty**: Stamp duty will be levied as per rules. All matters of stamp duty shall be dealt with by the budget branch and A.G Sindh.
25. **Alternative Bids**: Alternative bids shall not be considered and complete tender shall be rejected being non-responsive.
26. **Cost of Bidding**: Tender documents can be downloaded free of cost. However, the Bidder shall bear all costs associated with the preparation and submission of its bid, and Sindh High Court shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
27. **Rights of Sindh High Court**: Sindh High Court reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

28. **Interest on Late Payments:** No interest shall be paid on late payment if cheque is received late from the Office of A.G Sindh. However, every effort shall be made for timely payments to successful bidders.
29. **Insurance:** The goods supplied under that contract should be fully insured. All cost of insurance shall be paid by the successful bidder. If the goods are not insured then risk if any shall be suffered by the successful bidder
30. **Warrants:** Supplier must warrants that goods supplied would be new, unused and as per best industrial standards. All terms and conditions of standard warranty shall be applicable.
31. **Termination of Contract:** SHC may terminate the contract, if the successful bidder fails to supply all or parts of goods within definite time or fails to perform any other obligations of contract or bidder has failed to submit performance security or bidder has involved in fraud/ corruption.
32. **Manipulation of Tender Documents:** Any type of manipulation/ alteration/ changes in tender document by the bidder for favoring the bidder shall not be tolerated under any circumstances and bid shall be rejected being non-responsive.
33. It is hereby certified that rates have been quoted after inspecting the samples and all the terms and conditions have been read, agreed upon and signed.

<b>Name:</b>	
<b>Designation:</b>	
<b>Signature &amp; stamp</b>	
<b>Cell No</b>	

***THE END***