



**GRAMIN BANK OF ARYAVART**

**Request for Proposal**

**For**

**DUAL DISPLAY CURRENCY  
NOTE COUNTING MACHINES WITH FAKE NOTE DETECTING FACILITY**

**DESK TOP MODEL**

GRAMIN BANK OF ARYAVART  
HEAD OFFICE  
A-2/46, VIJAY KHAND, GOMTINAGER  
LUCKNOW -226010  
7388800788,7388800600

**Procurement of Dual Display Note Counting Machine with fake note detecting facility**

Gramin Bank of Aryavart invites offers in two-bid system from manufacturers / authorized dealers of Bank Mechanization Products **Dual Display Currency Note Counting Machine with fake note detecting facility (Desk top model)** for its Branches located at various places in Lucknow, Hardoi, Unnao, Barabanki, Faizabad Kannauj , Farrukhabad, Mainpuri , Agra , Aligarh, Etah and Hathras ,Mathura, Kasganj and Ferozabad Districts.

Complete details and formats may be obtained from Bank's website [www.aryavart-rrb.com](http://www.aryavart-rrb.com).

Date of commencement of issue of RFPs	:	12.03.2014
Last date for submission of RFPs	:	27.03.2014 upto 3.00 p.m.
Opening of RFPs (Technical offer )	:	28.03.2014 at 3.30 p.m.
Opening of financial offer	:	03.04.2014 at 3.00 p.m.
Earnest Money Deposit (Bid Security)	:	Rs 25000.00

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**OFFER FOR SUPPLY AND INSTALLATION OF DUAL DISPLAY CURRENCY NOTE COUNTING MACHINES WITH FAKE NOTE DETECTING FACILITY (DESK TOP)**

**TERMS & CONDITIONS**

**1. SCOPE OF WORK**

Gramin Bank of Aryavart intends to purchase approx 350 Dual Display Currency (loose) Note Counting Machines with fake note detecting facility for its Branches located in Lucknow, Hardoi, Unnao, Barabanki, Faizabad, Kannauj, Farrukhabad, Mainpuri Ferozabad ,Agra ,Etah , Aligarh , Mathura , Kasganj and Hathras District. The quantity of currency note counting machines with fake note detecting facility mentioned above is only tentative and the actual number may increase or decrease depending upon the requirements.

The Integrated aforesaid Machines as per RBI norms in Desk top model which can be operated by a single person, should consist of the following features:

- Auto / Manual mode operation, batch function to separate notes of any number from 1 to 200.
- Alarm for aborted count, double reset button and double front display to operate from either side of the machine.
- Having adjustable turret display for customer's view with height adjustment according to the height of the person.
- Built in Voltage Stabilizer.
- Elegant dust, heat and humidity management system.
- Solid inbuilt design for non-stop operations.
- Unique inbuilt stamping device.
- Exhaustive and intelligent self-diagnosis system for easy, speedy and seldom maintenance.
- Preset counting.
- Low noise levels.
- Loose batch counting.
- High precision accuracy.
- High-speed currency note counter with fake note detection.
- New and old currency counted alike.
- Dual LED display.
- Feather touch keypad.
- Check mode, Preset mode and Start mode selection.
- Light weight compact body with new design.

**2. TERMS OF EXECUTION OF WORK & LIQUIDATED DAMAGES**

The supply and installation of currency Note counting Machines with fake note detecting facility is to be completed within a period of 30 days for a lot of every 100 machines commencing from the 7<sup>th</sup> day of acceptance of the work order issued by the Bank or within the stipulated period specified in the work order for the schedule of supply and installation installation.

Any delay in completion of the work over the stipulated period will attract penalty of 0.5% of the contract value per week subject to maximum of 5% of the contract value.

Bank reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by the Bank to the company. Liquidated damages will be calculated per week per site basis.

Part of week will be treated as a week for this

However, the Bank may condone the liquidity damages for delay of less than a week.

### 3. ELIGIBILITY CRITERIA FOR SHORT -LISTING

S.NO.	PARAMETER	DOCUMENT REQUIRED
1	The firm should have experience of successfully undertaken similar works for RBI/Commercial Banks /PSU/Financial Institutions/other reputed organizations.	Purchase order copies issued by the organizations of last 5 years and a statement showing each year execution of contract and certificate /letter stating about the performance of note counting machines supplied.
2	The firm must have average annual turnover of Rs. 10 crore during the last 3 years prior to 31.12.2013	CA Certificate certifying year wise sale of CNCMs for last 3 Years.
3	Sales Volume of Currency Note Counting Machines during last financial year i.e. 2012 -13.	Sales of Rs.500 Lac. Documentary evidence to be submitted.
4	The Vendor must be in the business of Currency Note Counting Machines for last 5 years as on 31.12.2013.	Manufacturer / Dealer certificate.
5	The net worth of the company should be minimum Rs.20 crore.	Latest audited Balance Sheet
6	Should have service centers in minimum three centre in U.P i.e. in Lucknow ,Kanpur, Agra & Aligarh	Detail of Service Centre in Bank's area of operation.
7	Qualified Engineers	Minimum 5 qualified Engineers should be available with the company in Bank's area of operation. Names and Qualifications should be submitted.
8	Profit	The firm is earning profit for the last 3 years. Auditor certificate be enclosed.
9	The vendor must meet the technical specifications.	Refer Annexure -II
10	The firm must have sold minimum 1000 machines during last 2 years as on 31.12.2013.	Enclose of institution / organization using the machines.

### 4. VALIDITY PERIOD OF THE OFFER

The offer should remain valid for a period of 180 days from the date of opening of the financial offer.

### 5. TECHNICAL OFFER (TO)

The technical offer (TO) should be complete in all respect and contain all informations required in the document. ***It should not contain any price information.*** However, TO should confirm that all required rates have been quoted in financial Offer (FO), without showing the actual amount in the technical offer. Any system supplied free along with the offer or at a cost must be indicated separately and specifically.

It is mandatory to submit the technical details in the prescribed Proforma (***Annexure-II***) duly filled in, along with the offer. In case of non-submission or partial submission of technical details, the Bank, at its discretion, may not evaluate the offer. The T.O. must be submitted in an organised and structured manner. Brochures/ leaflets etc should also be submitted with full details.

The T.O. should comprise of following:

1. Covering letter on the prescribed format (Annexure-I)
2. Technical specifications complete with all the columns filled in (Annexure-II).
3. Annexure-III duly filled in with photocopies of required certificates/documents/ proof / P&L & Balance sheets, Copies of order executed etc. These papers must be duly authenticated.
4. Details of a reference site as per Annexure IV.
5. Vendors profile along with details of technical staff as per Annexure V.
6. Financial offer, price schedule with CAMC of bill of material (Annexure-VI)
7. Documentation (Product brochures, leaflets, manuals, etc must be attached with technical offer.
8. Earnest Money Deposit of Rs 25000.00 in the form of a Demand Draft issued by a Scheduled Commercial Bank favouring Gramin Bank of Aryavart, payable at Lucknow.

## 6. FINANCIAL OFFER

The Financial Offer (FO) contains relevant price information and the rates should be quoted **in Indian Rupees** only. The FO should not contradict the TO in any manner. The FO should comprise of commercial version of Bill of Material as per Annexure-VI. This must contain all price informations.

The offer from the vendor should be same (one price) for Desk top model. Bank reserves right to reject offer with multiple options. Hence one single price should be quoted for the models. Bank will place order for as per its requirement and suitability.

## 7. PRICE COMPOSITION

The price quoted should be only in Indian Rupees and inclusive of following:

- Cost of the machine and other components/accessories.
- All taxes, duties and levies, FOR at branches for which order is placed.  
Installation, commissioning and training etc, if any.
- Three year comprehensive onsite warranty maintenance covering all parts, service and visits to the concerned branches.
- Transportation and forwarding charges to respective sites i.e. branches of the Bank.
- Insurance to cover the equipment from transit period till installation i.e. minimum period of 180 days from the date of dispatch.

Prices, which are not quoted as above, will be rejected.

The Bank will shortlist vendor(s) who satisfy technical and other requirements laid down in the document. Short listed vendors will be informed and may send their authorised representative to be present at the time of opening of the technical & financial offer(s), if they choose.

**TCO: The Total Cost of Ownership will be the unit price of the Currency Note Counting Machine with fake note detecting facility with 3 year warranty and the post warranty comprehensive annual maintenance contract for additional 3 years as mentioned in Annexure-VI.**

## **8. NO ERASURES OR ALTERATIONS**

Technical / Financial details must be completely filled up. The corrections or alterations, if any, should be authenticated. In case of the corrections / alteration are not properly authenticated, the offer will be rejected.

## **9. NO PRICE VARIATIONS**

The Financial Offer shall be on a fixed price basis. **No upward revision in the price would be considered on account of subsequent increases in customs duty, Excise Tax, VAT, etc.** However, if there is any reduction on account of Government levies/ taxes, during the offer validity period, the same shall be passed on to the Bank.

## **10. PRICE FREEZING**

The price finalized shall remain valid for a period of 180 days from the date of such finalization with the option to the Bank to review the price if necessary.

## **11. OPENING OF OFFERS**

The technical bids will be opened on 28.03.2014 at 3.30 p.m. in the presence of the officers / their authorized representatives.

## **12. EVALUATION PROCESS**

Offers will be evaluated in following stages:

### **Stage-1**

Offers will be evaluated against the stipulated minimum eligibility criteria. Offers not complying with the eligibility criteria will be rejected summarily.

### **Stage-2**

A technical evaluation will be carried out of proposal of the eligible vendor(s) on the parameters as mentioned in Annexure-II. Bank reserves the right to reject the offer in any of the following circumstances.

- If offer is incomplete and /or not accompanied by all stipulated documents.
- If any of the terms and conditions stipulated in this document is not accepted and letters as per Annexure I is not submitted.
- If any of the specifications stipulated in Annexure II is not met.

- If Financial offer is not submitted as per Annexure VI.
- If required information with appropriate documents in support of the same is not submitted as per Annexure V.

### **Stage-3**

Opening and normalization of financial offer of the vendor(s).

Bank reserves the right to reject financial offer if:

- It is not as per prescribed format i.e. Annexure-VI
- Any condition stated by the vendor is not acceptable to the Bank.

### **13. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER**

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever. Bank will be fully authorized to split the order between 2 -3 or even more vendors.

### **14. RIGHT TO ALTER QUANTITIES**

The Bank will be free to either reduce or increase the quantity to be purchased on the same terms and conditions. The Bank reserves the right to alter quantities.

### **15. ORDER CANCELLATION**

If the vendor fails to deliver and / or install the equipment within the stipulated time schedule or the extended date communicated by the Bank, it will be a breach of contract.

The Bank reserves its right to cancel the order in the event of delay in delivery / installation / commissioning of equipment.

### **16. PAYMENT TERMS**

The terms of payment are as under:

No advance payment against purchase order.

The payments will be released after supply & installation, successful commencement and functioning of the Note Counting Machine and submission of Performance Bank Guarantee for 10% of Invoice value for a period of years ( 3 years warranty + 3 years CAMC)

Payment will be released at Head office on actual installation and commencement of working of the Currency Note Counting with fake note detecting Machine in branch.

### **17. PERFORMANCE BANK GUARANTEE**

Successful vendor(s) should produce a Performance Bank Guarantee for a period of six years from a Public Sector Bank equal to 10% of the total cost and the same may be renewable for further period as per requirement i.e. for CAMC period. During defect liability period (warranty period) vendor should attend to all repairs / defect / replacement of spare parts free of cost. Failure on the part of the vendor to attend

the defects within a reasonable period, Bank on its own will get defects rectified through another agency at the risk and cost of vendor.

## **18. GUARANTEES**

The vendor should guarantee that the equipment delivered to the Bank should be brand new, including all components. The vendor should also guarantee that all the machines / components supplied by the vendor is licensed and legally obtained.

## **19. AVAILABILITY OF SPARES**

Spares for the product offered should be available for at least 6 years.

## **20. WARRANTY**

The offer must include comprehensive on-site warranty of three -year from the date of installation and commissioning of the machine.

Vendors shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of all machines, accessories, etc. covered by the offer. Vendor must warrant all machines, accessories, spare parts, etc. against any manufacturing defect during the warranty period. During the warranty period, vendor shall maintain the machine and repair / replace all the defective components at the installed site, at no additional charge to the Bank.

## **21. MAINTENANCE STANDARD EXPECTED DURING WARRANTY**

The vendor should ensure that the machine reported Breakdown / malfunctioning on any working day is set right by on the same day and in no case later than the next working day. In case, equipment cannot be repaired within the stipulated period, the vendor should provide replacement of the same till the machine is returned duly repaired.

## **22. COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT**

Should the Bank decide to do so, the vendor is expected to maintain the supplied Machine for at least three years after the expiry of warranty period means for the 4<sup>th</sup> , 5<sup>th</sup> & 6<sup>th</sup> year Comprehensive onsite maintenance charges, for the post warranty period, must by quoted in rupees per machine for 3 year in the financial Offer. The vendor is expected to ensure same maintenance standards as during warranty period.

At the same time, the vendor is also expected to make available the spare parts for the systems for at least 6 years after the expiry of warranty period.

Thereafter, vendor will give at least twelve months notice prior to discontinuation of support services. If any of the peripherals, component etc. are not available or difficult to procure or if the procurement is likely to be delayed, the replacement shall be carried out with equipment of equivalent capacity or higher capacity at no additional charges to the Bank, during the currency of warranty period and CAMC (3+3 =6 years) minimum 3% of the cost is to be maintained for CAMC

The supplier has to enter in an agreement with Bank for smooth supply and proper keep up of machines during the period of warranty and CAMC period.

The firm has to submit the Bank Guaranty equivalent to 10% cost of machines supplied, the said Bank guaranty will be valid for 4 years i.e. for warranty and CAMC period.

**23.** Bank will accept / process only those offers which fulfill all the norms stated above and vendors / manufacturers having good track record and are supplying these machines for the last 5 years. Any

adverse report from any Bank (where supply has been made) may disqualify the offer of concerned firm. Bank be free to collect informations from other Banks.

24. Before the submission/opening TO and FO all the bidders may be called for demonstration.

25. In case of any query / confusion /further information, vendors may visit Head office on 21.03.2014 at 3.00 PM.

26. All the bidders are requested to go through once again each and every point of this notice meticulously in their own interest.

(J.V.PUROHIT)  
GENERAL MANAGER

**ANNEXURE-I**  
**(Letter to the Bank on the vendor's letterhead)**

To  
**The General Manager**  
Gramin Bank of Aryavart, Head office  
A – 2/46, Vijay Khand  
Gomtinager  
Lucknow (U.P.)

Dear Sir,

**Sub: Your RFP for Currency note Counting and fake note detecting Machine (Desk top)**

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the supply of the equipment as detailed in your above referred RFP.

We confirm that we have not been disqualified / Black listed by any PSU bank for supply of Currency Note counting machine.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP. These conditions are fully acceptable and binding on us.

We also confirm that the offer shall remain valid for a period of 180 days from the date of opening the technical bid and also the price finalized shall remain valid for a period of one year from the date of such finalization.

We hereby undertake to provide Performance Bank Guarantee equivalent to 10% of the value of the Invoice amount with a validity period of six years.

We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has right to reject the offer in full or in part without assigning any reasons whatsoever.

We acknowledge that the Bank reserves the right for splitting the quantity between two or more vendors.

We enclose Demand Draft/Pay Order for Rs 25000.00 favouring Gramin Bank of Aryavart and payable at Lucknow, towards Earnest Money Deposit, details of the same are as under:

- Demand Draft / Pay Order No. : .....
- Date of Demand Draft / Pay Order: .....
- Name of Issuing Bank: .....

Yours faithfully,

**Authorized Signatories**

(Name & Designation, seal of the firm)

Date:.....

ANNEXURE –II

**SPECIFICATIONS FOR NOTE COUNTING MACHINE ALONG WITH FAKE NOTE DETECTION FACILITY  
(AS PER LATEST INSTRUCTIONS OF RESERVE BANK OF INDIA)**

**(A) DESK TOP NOTE COUNTING MACHINE WITH FAKE NOTE DETECTING FACILITY & OTHER FEATURE**

S.NO.	TECHNICAL SPECIFICATIONS /REQUIREMENTS	DESIRABLE	COMPLIED ( YES /NO)
1	Number of pockets	1 pocket	
2	Hopper capacity	200 notes	
3	Stacker capacity	200 notes	
4	Counting speed	800 -1200 per minute	
5	Display	3.5" full colour display	
6	Power source	100 -240 volt AC,50/60 Hz.	
7	Power consumption	Max 100 watt.	
8	Dimensions	Max 350mmx350mmx350mm	
9	Manufacturing standards & approvals	ISO 9001, 14001, ERTL approved.	
10	Detection parameters viz full width , IR , UV, multi channel magnetic (MG detection)	All	
11	Mode of operation	1 person	
12	The machine should comply to the Reserve Bank of India guidelines for the "Note authentication and fitness shorting parameters and conform to the standards/ parameters as prescribed by the RBI from time to time. Latest guidelines for the currency note printed before 2005 must be sorted.	Yes	
13	The machine must detect counterfeit notes and currency notes printed prior to year 2005.	Yes	
14	The reason for rejection of any banknote by the machine must be indicated to the operator using the said machine	Yes	
15	The machine should have a user – friendly panel – display with all functional menu keys and external display ( for bank's customers)	Yes	
16	The machine should have software upgrade facility for any changes in the design of the banknotes or any new emissions issued by RBI from time to time.	Yes	
17	The machine should be compact (usable at the teller counter/cash cabin)and have full colour LCD display with function, menu keys and external display for count of notes.	Yes	
18	The machine should run on standard power supply and voltage stabilizer.	Yes	
19	Sound alert alarm or blinking light for specific diagnosis for stacker full or machine jam.	Yes	
20	Low noise levels below 75-80 db within 1 meter from any part of the machine.	Yes	
21	Easy availability of spares.	Yes	
22	After sales service set up on all UP basis.		
23	Elegant but robust capable to work in dusty , heat and humid conditions prevailing in India.	Yes	
24	Solid inbuilt design for non –stop operations of at least 5 hours per day / shift of 7 hours.	Yes	
25	Lightweight compact body with new design.	Yes	
26	Display and reject information. Detection menus.	Yes	
27	Modes of operation – counting, fake note detecting and separating other specified currency notes as per RBI guidelines.	Yes	

SEAL OF FIRM  
DATE.....

SIGNATURE  
FIRM.....

### ANNEXURE -III

#### ELIGIBILITY CRITERIA FOR SHORT-LISTING

S.NO.	PARAMETER	DOCUMENTS REQUIRED	SUBMITTED DOCUMENTS( IN BRIEF)
1	The firm must have average annual turnover of Rs. 10 crore during the last 3 years prior to 31.12.2013	CA Certificate certifying year wise sale of CNCMs for last 3 Years.	
2	Sales Volume of Currency Note Counting Machines during last financial year i.e. 2012 - 13.	Sales of Rs.500 Lac. Documentary evidence to be submitted.	
3	The Vendor must be in the business of Currency Note Counting Machines for last 5 years as on 2012 -13.	Manufacturer / Dealer certificate.	
4	The net worth of the company should be minimum Rs.20 crore.	Latest audited Balance Sheet	
5	Should have service centers in minimum three centre in U.P i.e. in Lucknow ,Kanpur, Agra & Aligarh	Detail of Service Centre in Bank's area of operation.	
6	Qualified Engineers	Minimum 5 qualified Engineers should be available with the company in Bank's area of operation. Names and Qualifications should be submitted.	
7	Profit	The firm is earning profit for the last 3 years. Auditor certificate be enclosed.	
8	The firm must have sold minimum 1000 machines during last 2 years as on 31.12.2013.	Enclose of institution / organization using the machines.	

SEAL OF FIRM

DATE.....

SIGNATURE

FIRM.....

## ANNEXURE IV

### Reference Site Details

Name of the Company					
Address of the Company					
Name, designation of contact person with telephone no. and e-mail ID			Name: Designation: Landline No.: Cell No. : E-mail ID:		
Details of Currency Note counting machines with fake note detecting facility supplied in last 5 years (Ref.no, date of order and quantity with photo copy of orders)					
S.NO	NAME OF BANK/ DEPARTMENT	NUMBER OF MACHINES AND YEAR OF SUPPLY			PRESENT STATUS OF MACHINES
		Order letter no	No of machines supplied	Year	

SEAL OF FIRM  
DATE.....

SIGNATURE  
FIRM.....

## **ANNEXURE-V**

### **AUTHORISED DELEAR PROFILE**

1. Name of the Organization and Address.

2. Year of Establishment.

3. Status of the firm

(Whether Pvt. Ltd. Company / Public Ltd. Company / Partnership firm/Proprietorship firm)

4. Name of Directors / Partners / Proprietor:

I)

II)

III)

IV)

V)

5. Whether registered with the Registrar of Companies / Registrar of Firms. If so, mention number and date.

6. (a) Name and address of Bankers:

i)

ii)

(b) Turn over of the Company / Firm in 2010-11, 2011-12, and 2012-13:

(Please attach a copy of audited Balance sheet and Profit & Loss Account for the years 2010-11, 2011-12, 2012-13)

7. Whether registered for sales tax purposes. Is so, mention number and date. Also furnish photocopy copies of sales tax clearance certificate.
8. Income Tax Permanent Account Number. Furnish photocopy copies of Income tax clearance certificate.
9. Equipment: Indian made / imported
10. Is the Company / Firm a manufacturer or Dealer / Distributor of Currency Note Counting Machine with fake note detecting facility?
11. If the Company / Firm is a Dealer / Distributor? Please furnish details.
- a) Give the Name of Manufacturer(s) and their Country.
- b) In case the Manufacture's Offices are located in India, give their address in India and telephone numbers.
- c) Enclose Certified True copies of the current Dealership certificates given by the manufacturers.
12. Give details of the after sales service facility provided by your company / firm on all India basis.
13. What are your fields of activities? Mention the fields on preference basis in the order of annual turnover.
- i)
- ii)
- iii)
- iv)
- v)
14. Since when and how long your Company / firm has been dealing in Currency Note Counting Machines with fake note detecting facility.
15. If you are registered in the panel of other organizations / statutory bodies, such as RBI, Banks, CPWD, PWD, MES etc for Currency Note counting machines with fake note detecting facility furnish their names, category and date of registration.
16. Furnish the names of renowned organizations, where you have installed Currency Note Counting Machines with fake note detecting facility as the case may be in the last 3 years:

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Details of Technical staff working at Lucknow, Kanpur, Agra, and Aligarh.

Sr.No.	Name	Qualification	Post Held	Experience

SEAL OF FIRM  
DATE.....

SIGNATURE  
FIRM.....

**ANNEXURE-VI**

**FINANCIAL OFFER**

**PRICE SCHEDULE WITH CAMC**

DUAL DISPLAY CURRENCY NOTE COUNTING MACHINE WITH FAKE NOTE DETECTING AND OTHER FEATURE

**FOR DESK TOP MODEL**

**I - Items to be considered for total cost of ownership (TCO)**

S.No.	Note counting and fake note detecting machine( model name and detail)	Cost with 3 year warranty ( one year normal+2 year additional ) (per unit Rs)	CAMC cost of 3 years after 3 years warranty ( one year normal+2 year additional ) means for the 4 <sup>th</sup> , 5 <sup>th</sup> ,6 <sup>th</sup> year (per unit Rs)	Total cost with 3 year warranty and 3 year CAMC (per unit Rs) (3+4)
1	2	3	4	5

Please also mention amount of column 3,4 &5 in words

S.No	Column number	Amount In words in column 3,4 & 5
1	3	
2	4	
3	5	

- (1) We agree that lowest rates (L1) will be decided on the basis of rates quoted as per column 5 however if order will be given , Bank will pay the cost with 3 years (1+2) warranty.CAMC for the subsequent 3 years ( 4<sup>th</sup> ,5<sup>th</sup> & 6<sup>th</sup> year)will be paid on half yearly basis after completion of every six months.
- (2) We know well that above rates are inclusive of all the taxes, duties, FOR supply installation, transportation as mentioned in point number 10.

**ATHORISED SIGNOTORY**

FIRM SEAL .....

DATE.....