

BANK OF BARODA

REGIONAL OFFICE, JORHAT

CRYSTAL ENCLAVE,
SEUNI ALI, BARPOOL,
JORHAT – 785001, ASSAM



TENDER DOCUMENT FOR

**Interior Furnishing of proposed new Branch at Botsa,
Nagaland.**

LAST DATE OF SUBMISSION : **22.11.2022 upto 03.00 PM**
Contact Details : **Premises Department**
Regional Office, Jorhat
+91 -9007393722/ 9432174324

Bank of Baroda
Regional Office, Jorhat

Bank of Baroda invites sealed Open **Tenders** in Two-bid system from experienced Contractors for **Interior Furnishing of Proposed new branch at Botsa, Nagaland**, which includes Carpentry, Furnishing, Electrical, LAN Cabling and associated works in accordance with Bank's General Conditions of Contract, Special Terms & Conditions of Contract & Particular Terms & Conditions of Contract, Standard specifications, Extent of Work, Special Instructions to Bidders as appended on the subsequent page & Annexures.

- a) Name of work : **Interior Furnishing of Proposed New branch at Botsa, Nagaland**
- b) Time of Completion : 30days
- c) Earnest Money : **Rs 15,000.00**(Rupees Fifteen Thousand only) by crossed Demand Draft/ Pay Order payable at Jorhat and drawn in favor of Bank of Baroda, to be submitted with the Bid.
(Tender without earnest money in proper form will be rejected)
- d) Retention Money : 5% of total certified bill amount
- e) Release of Retention : Retention money will be released after Defect Liability Period of 1 (One) year from the date of payment of the final bill after adjusting all dues, if any, from the contractor.
- f) Availability of Tender Document : Tender form has to be downloaded from the Bank's website ***www.bankofbaroda.co.in*** (Tender Section). Application form available on website alone needs to be used. Tender forms will be available on Bank's website from **02/11/2022 till 22/11/2022** upto 3:00 p.m.
- g) Date of Commencement : Either one week from the date of acceptance of work Order or the day on which contractor is instructed to take possession of the site, whichever is later.
- h) Time and date of Submission of tender : Upto **03.00 P.M. on 22.11.2022**
- i) Time and date of Opening of Technical Bid : **At 4.00 P.M. on 22.11.2022**
All the bidders are advised in their own interest to be present on the aforesaid date & time. No separate intimation will be given in this regard.
- j) Venue of Opening Tenders : Bank of Baroda
Jorhat Regional Office
Crystal Enclave, Seuni Ali,
Barpool, Jorhat, Assam – 785001
- k) Tender to be addressed and submitted to: The Asst. General Manager & Regional Head
Bank of Baroda , Jorhat Regional Office
Crystal Enclave, Seuni Ali,
Barpool, Jorhat, Assam – 785001
- l) Clarification, if any to be obtained from: M/s Archiventions, R.G. Baruah Road
Jorhat-781024, Assam. Mob :9854062928.

- m) Validity of Tenders : 6 (Six) calendar months from the last date of submission of Tender.
- n) Defects liability period : 12 (twelve) months from the date of payment of the final bill.
- o) Taxes : **GST at applicable rate shall be paid as extra.**
- p) Delay in submission : Delay in submission of Tender arising due to postal or any other irregularities at any stage will not be considered. The Bank will not be responsible for any damage in transit in case of postal delivery / delivery through courier service.
- q) All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect, are liable to be rejected.
- r) The acceptance of tender will rest with Bank of Baroda which does not bind itself to accept the lowest or any tender and reserves to itself the right to reject any or all the tenders received without assigning any reasons thereof.
- s) In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the Next working day.
- t) The date & time for opening of Financial Bid will be advised separately to those Bidders who are found eligible after Technical evaluation as per Tender norms.
- u) **Conditional Tenders will be summarily rejected.**

Retention money: The Retention percentage (i. e. deduction for interim bill) shall be 5% of the gross value of each interim bills. The Retention Money will be released after 1 (one) year (Defect Liability Period) from the date of payment of the final bill provided the contractor has satisfactorily carried out all the works and attended to all defects in accordance with the conditions of the contract, including site clearance.

Defects liability period shall be as per memorandum. It must be realized that this period is for exposure of "Latent Defects". The DLP commences from the date of payment of the final bill for a period of 12 months.

After opening the envelope containing the offer on the standardized conditions and opening of the priced tender, no correspondence will be entertained.

Prior to opening of Financial Bid, Bank of Baroda / Deputed Architect, at their discretion may inspect the ongoing/completed works of the Contractor s as well as obtain confidential report from the concerned employers. The bids of tenders who do not fulfill the above criteria will summarily be rejected. The Bank also reserves to itself the right of accepting the whole or any Part of the tender and the tenderers shall be bound to perform the same at the rates quoted.

Pre-Qualification Criteria:

The firms having experience of successfully completed Civil & Furnishing Works during the last 7 years ending on 30th September, 2022.

- i) **3 (three)** "similar completed works" costing not less than 5.70 Lakhs
OR
- ii) **2 (two)** "similar completed works" costing not less than 7.10 Lakhs
OR
- iii) **1 (one)** "similar completed work" costing not less than 11.35 Lakhs

Minimum average turnover of the Bidder shall be **14.16 Lakhs** during the last 3 (three) Financial years, testimonials to be mandatorily submitted along with Technical Bid, Part – I

The Contractor Should have a fully fledged operational office in Assam or any of the North Eastern

States for operational convenience, with up-to-date tax paid Trade License.

Copy of Trade License (with up to date tax receipt)/ Rent Agreement, etc, Details of local address. Acceptance of the address subjected to verification by the Bank to its satisfaction.

The Tenderer should have at least min. **07years** experience of working with nature of works as briefly mentioned below:

- i. **Civil Interior Works :** [1] New partition walls made of wooden, aluminum, gypsum board, bison board [2] False ceiling, acoustic paneling and flooring work [3] Center table, loose furniture [4] Door closer, louver window work, floor spring works [5] All types of anti-termite and pest control treatment works [6] All types of plumbing, sanitary works in the residential/office complex including supply of plumbing and sanitary materials as per the requirement for office premises, boardrooms, auditoriums, hotels, resort etc.
- ii. **Internal Electrical works:** [1] Installation, testing, commissioning of all electrical low tension [LT] works [2] Electrical control panel, wiring, conducting, trunking. [3] Installation of fitting and fixture, chandelier, switches, MCB's [4] Maintenance and repair of earthing system and lightning arrestors. Works for office premises, boardrooms, auditoriums, hotels, resorts etc.

“Similar completed works” means Composite nature of work comprising of Civil work, Carpentry work, Flooring work, Painting work, Sanitary & Plumbing work, Furniture work, Electrical work, and other associated works.

Sealed tender shall be submitted in three separate envelopes consisting of the following:

1. **Cover 1 :** Part – I, Technical Bid including pre-qualification documents (Annexure – A)
2. **Cover 2 :** Earnest Money Deposit (EMD)
3. **Cover 3 :** Part – II, Price Bid

All the above 3 (three) sealed envelopes are to be submitted in a single Covering envelope, duly super-scribed as **“Interior Furnishing of Proposed new branch at Botsa, Nagaland”** and submitted to the address mentioned in clause – k herein above.

NOTE:-

- i) The agency will be fully responsible for correctness of all documents submitted along with the tender. False documents may lead to rejection of their bid.
- ii) Bank does not bind itself to accept the lowest or any tender and reserves the right to accept or reject any or all tenders either in whole or in part, without assigning any reasons whatsoever.
- iii) No conditions will be entertained. Conditional offers shall be summarily rejected. Disputes, if any, will be subject to Jorhat jurisdiction only.
- iv) Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- v) ***MSEs are exempted from paying Tender/RFP fee/cost, EMDs as per MSME Act 2012. For getting the benefits in case of MSE firms, contractors /agencies should submit exemption certificate issued from the relevant authorities.***

GENERAL CONDITIONS OF CONTRACT

- 1 Tenders shall remain open to acceptance by the Bank for a period of 180 days from the date of opening of Part-II of the tender which period may be extended by mutual agreement and the tenderer shall not cancel or withdraw the tender during this period.

- 2 The tenderer must use only the forms displayed on the bank's website to fill in the rates. (Any addition/ alteration in the text of the tender form made by the tenderer shall not be valid and would be liable of rejection).
- 3 The tender form must be filled in Hindi / English and all entries must be made by hand and written in ink. The rate and amount should be in figures and words. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank Representative in its discretion.
- 4 Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Overwriting of figures is not permitted and failure to comply with either of these conditions will render the tender void at the Bank's option. No advice of any change in rate or conditions after the opening of the tender will be entertained.
- 5 Each of the Tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of Contract, General Specifications, Special Conditions etc., as laid down. Any tender with any of the documents not so signed will be rejected.
- 6 The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender may be rejected by the Bank.
- 7 The Bank does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
- 8 Intending tenderers shall pay an interest free Earnest Money Deposit for a sum of 15,000/- (Rupees Fifteen Thousand Only) by a demand draft / Banker's Cheque in favour of Bank of Baroda, payable at Jorhat. Tender not accompanied by earnest money deposit will not be considered. The earnest money deposit of unsuccessful bidders shall be refunded after the work order is issued to selected bidder. Under no circumstances earnest money deposit will be accepted in the form of fixed deposit receipt or Bank or Insurance guarantee or Cheque.
- 9 The Earnest Money Deposit of 15,000/- paid by the successful tenderer shall be held by the Bank as security for the execution and due fulfillment of the contract. No interest shall be paid on the said deposit.
- 10 On receipt of intimation from the Employer of the acceptance of his/their tender, the successful tenderer shall be bound to implement the contract agreement within Fourteen days thereof, the successful tenderer shall sign the agreement in accordance with the draft agreement and the schedule of conditions but the written acceptance by the Bank of a tender will constitute a binding contract between Bank of Baroda and the person so tendering, whether such formal agreement is subsequently executed or not. The cost of necessary stamp paper for execution of the agreement shall be borne by successful tenderer.
- 11(a) In addition to the Earnest Money Deposit, successful tenderer shall further deposit 1% of accepted tender value. Thus Bank will keep 2% of accepted tender value as initial security deposit. Total 5% of the accepted tender value may be kept as retention money which includes security deposit and retention money.

- 11(b) All compensation or other sums of money payable by the contractor to the Employer under the terms of this contract may be deducted from his earnest money and security deposit if the amount so permits and the contractor shall, unless such deposit has become otherwise payable within ten days after such deductions make good in cash the amount so deducted.
- 12 The Contractor shall not without the written consent of the Bank assign this Contract, and shall not without the written consent of the Bank (which consent shall not be unreasonably withheld to the prejudice of the Contractor) sublet any portion of the work. Bank may serve a notice in writing on the Contractor rescinding the contract, whereupon the security deposit shall stand forfeited to the Employer, without prejudice to his/other remedies against the Contractor.
- 13 The Contractor shall carry out all the work strictly in accordance with drawings, details and instructions of Bank's Architect & Engineer. If in the opinion of the Bank Representative, changes have to be made in the design and with the prior approval in writing of the Bank's Representative, they desire the Contractor to carry out the same, the Contractor shall carry out the same without any extra charge.
- 14 A schedule of Probable Quantities in respect of each work and Specifications accompany these Special Conditions. The Schedule of Probable Quantities is liable to alterations by omissions, deductions or additions at the discretion of the Bank. Each tender should contain not only the rates but also the value of each item of work entered in a separate column and all the amounts quoted against various items should be totaled in order to show the aggregate value of the entire tender.
- 15 The tenderer must obtain for himself on his own responsibility and at his own expense all the information which may be necessary for the purpose of making a tender and for entering into a contract and must examine the Drawings, inspect the site of the work, acquaint himself with all local conditions, means of access of the work, nature of the work and all matters pertaining thereof.
- 16 The rates quoted in the tender shall include all charges for clearing of site before commencement as well as after completion, water, electric consumption, meters, double scaffolding, centering, boxing, staging, planking, timbering and pumping out water including bailing, fencing, hoarding, plant and equipment, storage sheds, watching and lighting, by night as well as day including Sundays and Holidays, temporary plumbing and electric supply, protection of the public and safety of adjacent roads, streets. The rates quoted shall be deemed to be for the finished work to be measured at site. The rates shall also be firm and shall not be subject to exchange variations, Labour conditions, fluctuations in railway freights or any conditions whatsoever. **The quoted rates shall not include applicable GST, which shall be paid by Bank in addition to the quoted rates.**
- 17 The Contractor should note that unless otherwise stated the tender is strictly on item rate basis and his attention is drawn to the fact that rates for each and every item should be correct, workable and self-supporting. The quantities in the Schedule of Quantities approximately indicate the total extent of work but may vary to any extent and may even be omitted thus altering the aggregate value of the Contract.

- 18 Time allowed for carrying out the work as mentioned in the Memorandum shall be strictly observed by the tenderer and it shall be reckoned from the tenth day after written order to commence the work is issued.
The work shall throughout the stipulated period of the Contract be proceeded with all due diligence and if the Contractor fails to complete all the work within the specified period he shall be liable to pay compensation of the Conditions of Contract/ work contract. The tenderer shall before commencing work prepare a detailed work program which shall be approved by the Employer. Contractors have to pay Liquidated damages against delay of the work @ 1 % per week of delay of the estimated amount shown in the tender or contract amount whichever is higher per week. Maximum liquidated damages will be 10 % of the accepted contract sum.
- 19 Tenders will be considered only from recognized bonafide contractors in trade concerned. Each tenderer shall submit with his tender a list of large works of a like nature he has executed giving details as to their magnitude and cost of the proportion of work done by the Contractor in it and the time within which the work were completed.
- 20 The Contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work, whatever the cause of delays may be, including delays arising out of modification to the work entrusted to him.
- 21 The successful tenderer is bound to carry out any or all items of work necessary for the completion of the job even though such items are not included in the quantities and rates. Schedule of instructions in respect of such additional items and their quantities will be issued in writing by Bank.
- 22 The successful tenderer must co-operate with the other contractors appointed by the Employer so that the work shall proceed smoothly with the least possible delay and to the satisfaction of the Bank.
- 23 The contractor must bear in mind that all the work shall be carried out strictly in accordance with the specifications made by the Bank and also in compliance of the requirements of the local public authorities and no deviation on any account will be permitted.
- 24 The tenderer shall have to use materials of the makes/manufacturers specified in the list of material approved brand and/or manufacture contained in this tender form.
- 25 The Contractor shall strictly adhere to the rules laid down by the Housing Society for carrying out repair & renovation works in the premises. Any penalty/ fine imposed by the Society due to non-adherence of laid down rules has to be borne by the Contractor.
- 26 The contractor shall strictly comply with the provision of safety code annexed hereto.
- 27 I.S. Code numbers wherever mentioned in the tender shall be the latest version of I.S. codes as on the date of opening of Tenders.
- 28 The security deposit of the successful tenderer will be forfeited if he fails to comply with any of the conditions of the Contract.

- 29 All disputes and differences of any kind whatever arising out of or in connection with the contract or the carrying out of the works (whether during the progress of the works or within 12 months from the date of virtual completion of the work and whether before or within 12 months of determination abandonment or breach of the contract) shall be referred to giving inter-alia full details of the matter under dispute like quantities, rates, amount claimed and the reason thereto and settled by the Bank who shall state his The Arbitrator shall have power to open up, review and revise any Certificate, opinion, decision requisition or notice, save in regard to the excepted matters, referred to in the preceding Clause and to determine all matters in dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid. The Arbitrator shall make his award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case during the arbitration proceedings the parties mutually settle, compromise or compound their dispute or difference, the reference to arbitration, the reference to arbitration and the appointment of the Arbitrator shall be deemed to have been revoked and the arbitration proceedings shall stand withdrawn or terminated, with effect from the date on which the parties file a joint memorandum of settlement thereof; with the Arbitrator or the Arbitrators as the case may be. The submission shall be deemed to be a submission to arbitration within the meaning of the Arbitration & Conciliation Act, 1996 or any statutory modification thereof. It is agreed that the Contractor shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence and shall, until the decision of the Arbitrator or Arbitrators as the case may be, is given.

30 **CONTRACTOR TO INFORM HIMSELF FULLY:**

The contractor shall be deemed to have carefully examined the work and sited conditions including Labour, the general and special conditions, the specifications, schedules and drawings and shall be deemed to have visited the site of work, to have fully informed himself regarding the local conditions and carried out his own investigations to arrive at the rates quoted in the tender. In this regard he will be given necessary information available with the department but without any guarantee about its accuracy.

If the contractor shall have any doubt as to the meaning of any portion of the general conditions, or the special conditions or the scope of the work or the specifications and drawings or any other matter concerning the contract he shall in good time, before submitting his tender, put forth the particulars thereof and submit them to the Bank, Kolkata in writing in order that such doubts may be clarified authoritatively in writing before tendering. Once a tender is submitted, the matter will be decided according to tender conditions in the absence of such authentic pre-clarification.

I/We hereby declare that I/We have read and understood the above instructions for the guidance of tenderers.

Signature of Bidder with Seal

SPECIAL CONDITIONS OF THE CONTRACT

1. The wood to be used should have similar / uniform grains and should be totally free from white portions, decay, knots etc.
2. All the edges of the plywood should be teak wood beadings. The beading to be fixed with adhesive / screw/ nails.
3. The measurements indicated in the drawings are approximate and may vary as per the site conditions. Bank's Engineer/ Architect's interpretation of the design and the specifications mentioned in the entire document shall be final and without appeal. In case of Errors or inconsistency, if discovered in the drawing and specifications, Bank's Engineer/ Architect's interpretation shall be final and without appeal.
4. The contractor shall submit the Bar Chart & PERT chart before commencement of work and the progress chart during the course of work.
5. For the design and other details mentioned in the entire document Bank's Engineer/ Architect alone has the patent right.
6. The contractor shall take the prior approval from Bank's Engineer/ Architect for subletting the job even if the same is to a specialized agency.
7. In case Bank's Engineer/ Architect rejects a particular work the tenderer shall remove the same within two days and no payment shall be made for such work.
8. The Contractor has to take all safety measures with regard to the workmen employed as per relevant laws and good engineering practices at site and safety measures against the fire hazard.
9. The contractor has to make necessary arrangement for internal lighting at the site.
10. The contractor has to carry out the job strictly as per specification spelt out in the bill of quantities, the drawings, instructions that may be issued by the Engineer-in-charge and the specification of the Bureau of Indian Standards, National Building Code etc.
11. In case of any discrepancy between the specifications and the drawings, the details mentioned in the specifications / Bill of quantities may be taken as final.
12. The electrical installation works are to be carried out by engaging licensed electrical contractor. The successful tenderer shall submit the photocopy of Electrical Contractor's license at the time of execution of work. The copy of license of Electrical Supervisor and electricians also are to be submitted.
13. The contractor shall submit the single line drawing of electrical installations/wiring of completed work along with the final bill.
14. The contractor shall submit the Test Certificate of the Electrical installations carried out by him as per requirement of local Electrical supply Authority, Indian Electricity Rules, and Indian Electricity Act.
15. The work shall be carried out on holidays and Sundays after and before office hours and during office hours on working days. The Contractor shall ensure that there shall not be any problem, disturbance in office/other areas/floors as the work is to be executed in working office.
16. The Contractor shall depute one electrician and one helper during office hours to avoid any electrical breakdown in electrical installation.

17. The contractor has to carry out the job strictly as per specification spelt out in the bill of quantities, the drawings, instructions that may be issued by the Engineer-in-charge and the specification of the Bureau of Indian Standards, National Building Code etc.
18. Contractors shall insure whole work against fire, PICT and third party.
19. In case of any discrepancy between the specifications and the drawings, the details mentioned in the specifications / Bill of quantities may be taken as final.
20. The work will be awarded to the Agency that has given the lowest rate (L-1).

Additionally, the L2 Bidder will be asked to confirm if he can do the work at the lowest rates quoted by L1.

If the L2 gives a letter confirming that he is ready to carry out the work at the lowest rate (L1), then it can be considered to award the work to him also. The condition of this award of work to L2 on the rates of L1 will be as under:

1. When L1 denies in writing that he does not have capacity to do the work.
2. When it is observed by Bank's Engineer/ Architect. That L1 has not completed more than 3 sites in time.
3. When defects are found in the work of L1.
4. When L1 does not take up the work as assigned within the stipulated time period as mentioned in the work order.

PREAMBLE TO THE BILL OF QUANTITIES

The work proposed is to be carried out at the Office premises mentioned on the cover page (no.1) of the tender. The premise is proposed to be provided with Furnishing, civil, plumbing, electrical, LAN cabling works. The quality of work proposed should have the best workmanship. The contractor should ensure that only the first quality materials mentioned in the list of material is purchased for the project.

1. The work should be carried out in such a way that the structure is not disturbed.
2. Any difference / discrepancies in the specification should be clarified with the Engineer in charge before submitting the tender. The Engineer in charge will have the liberty to modify the specification to a reasonable limit to suit the basic concept during the course of work; the tenderer should carry out such work without any extra cost.
3. In case of any major modification such items will be considered as an extra items. Payment for such items will be paid based on the Engineering rate / Market rate analysis. 15% of the total cost of material & labour will be considered as tenderer's profit.
4. The contractor should co-ordinate with the other contractors employed at the site for smooth flow of work.

LIST OF PREFERRED MAKE / BRAND ALL WORKS

Sr.No.	LIST OF NOMINATED MATERIALS & SUPPLIERS	SUGGESTED MAKE LIST
1	INTERIOR WORKS	
	Block board / Plywood	Century / Duro / Archidply/ Everest or equivalent
	Laminate	Century/ Archidply/Merino or equivalent
	Veneer	Green / Duro / Century / or equivalent
	Acrylic sheet	ICI, GE or equivalent ISI make
	Marine grade plywood	Century, Duro, Archidply, or equivalent
	Adhesive	Fevicol / Araldite/Anchor or equivalent
	Solid Surfaces (Corian)	DUPOINT/LG/ Merino OR equivalent
	Marine grade Block Board	Century / Duro / Archidply or equivalent
	Flush Door	Century / Duro / Archidply or equivalent
	Polish	Asain / Dulex or equivalent
	Latex	MM Foam or equivalent ISI make
	High density foam	U Foam or equivalent ISI make
	Locks	Haffle / Hettich or equivalent
	Storage Hardware	Haffle / Hettich or equivalent
	Screws / Nails & other accessories	GKW / Nettleford or equivalent
	False Flooring	Kebao , Armstrong , AMF or equivalent
	Vinyl Flooring	Armstrong , Viabrant, Eurotex ,
	Carpet	Unitex, Armstrong,
	Wooden laminated flooring	Pergo / Armstrong / Squarefeet or equivalent
	Plain/Toughened glass	Saint- Gobain, Indo Asahi , Modi or equivalent
	Hardware for general staff areas	Dorma / Ozone / Ebco /Hafele or equivalent
	Hardware for main Glass doors (patch fittings)	Dorma / Ozone / Ebco /Hafele or equivalent
	Door Closers (general use)	Dorma / Ozone / Ebco /Hafele or equivalent
	Floor springs (general use)	Dorma / Ozone / Ebco /Hafele or equivalent
	Floor springs for main glass doors	Dorma / Ozone / Ebco /Hafele or equivalent
	Aluminium Sections for Partitions	Jindal / Tata steel or equivalent
	False Ceilings: Gypsum	India Gypsum / Saint Gobin / Asia
	False Ceilings: Grid (As Approved)	Armstrong / AMF or equivalent
	False Ceilings: Grid (Metal Ceiling)	Unimech / AMF / Armstrong
	GI Sections	India Gypsum / Saint Gobin / Jindal or equivalent
	Acoustical False Ceilings: Mineral fiber board	Armstrong, Hunter Douglas / Peritex or equivalent
	POP Punning	Gyprock / India Gypsum / Birla
	Paint	Asian / Nerolac / Dulex / Berger or equivalent
	Exterior Paint	Asian / Nerolac / Dulex / Berger or equivalent

	ACP (Exterior / Interior)	Alstone / Eurobond /Alucobond
	Cylicon	G E / Dow corning / Wacer
	Rolling / Vertical Blind	Vista / Peritex / Winfab / MAC or equivalent
	Frosted Film	Garware or equivalent
	Aluminum Skirting - 50mm	Jindal or equivalent
	Water Proofing	Pidilite or equivalent
	HardWood	Salwood / Teakwood/kapoor
	Automated Rolling Shutter	Gandhi Automation/Toshi Automatic Systems/Akash Rolling Shutter
	Glass	Saint Gobin / equivalent
	Wall Panels (Baffle Panelling)	Hunter Douglas, Armstrong or equivalent
	Modular Desk & Bench for training Room	Godrej/ Geeken/ Wipro/ Featherlite or equivalent
2	ELECTRICAL	
	Light Fittings	Philips / Wipro / Havells / or equivalent
	MCCB, MCB , RCCB, DB, ICTPN TP, HRC Fuse, cahnge over switch, switch fuse Unit	L&T, ABB, Legrand, Siemens, Schneider
	FRLS insulated Elec. Wire/ cable armourd, unarmourd, Sheathed,unSheathed, flexible LT cable, Multi core, single core cable, flat cable	Finolex/Ploycab/Havells/RR kabel/KEI
	PVC conduit(HEAVY DUTY ONLY)	CAP/Finolex/Polycab
	PVC insulated copper conductor Wires	Finolex/ Polycab/RR Cable
	Distribution Box	Legrand/ Schneider/ ABB/Siemens
	MCB & MCCB	Legrand/ Schneider/ ABB/Siemens/L&T
	Wall Fan, Ceiling Fan & Exhaust fan	Havells/ Usha/ Chrompton or equivalent
	HT cable	Polycab/Havells
	Modular Switches	ABB/ Legrand/ MK/ANCHOR/ROMA
	DLP Trunking	Legrand/Schneider or equivalent
	Power cable	CCI/ Skytone/ Universal/ LAPP/ Torrent
	End Termination	Raychem/ Mahindra/ELMEX
	PANEL	Crompton/L&T/C&S
	Fan	Crompton/Havells/Bajaj/Usha
	Raceway & Alu. Trunking	Tata/Jindal/Zenith
	Casing Caping	Finolex/Cap or equivalent
	Weather proof socket outlet with MCB	ABB/MDS/LEXIC/Neptune/Elcon- Clipsil, Siemens, Schneider (Merlin Gerin)

	Miniature Circuit Breaker	ABB/MDS/LEXIC/ Clipsil/Siemens/HPL
	Earth Leakage Circuit Breaker	MDS/LEXIS/Siemens/HPL
	MCB Distribution Boards in sheet steel housing (double door)	ABB/MDS/LEXIC/Siemens/HPL
3	DISTRIBUTION	
	MV Contractor/Timer/Relays/Starters	Legrand/ Schneider(MG)/ ABB/Siemens/L&T
	Moulded case circuit breakers	Legrand/ Schneider(MG)/ ABB/Siemens/L&T
	SFU/Fuses	HPL/ L&T. Siemens, GE Power, Schneider (MG)
	ACB	Schneider(MG)/ ABB/Siemens/L&T
	Single Phase Preventer (Current base)	L&T, Minilec
	Raising Mains & Tap Off (Power coated)	Zeta, C&S, Siemens
	MV Switchboards (Powder Coated)	Tricolite Electrical Industries, conlec Enginners Pvt. Ltd, Vidyut Control Pvt Ltd., Trinitron Milestone Switchgear, Unilec Ltd, Madhu Electrical Advance
4	LOW TENSION SYSTEM	
	Light & Fan Wire	Polycab, Finolex, Havells
	Telephone Wires	Delton, Skyline, Finolex, Rallison, Batra Henley
	Telephone Tag Blcoks	Krone / Pouyet/ TVS
6	Electrical Items	
	Panel Switch Gear & related Item	
	LT Panel/Bus Duct	By any Panel manufacturer who process C.P.R.I. certificate for specified fault level & IP level protection
	Fuse Disconnecter switch/switch fuse unit	L&T, Siemens/ Schneider/ABB/Legrand
	Ammeter Voltmeter	AE/L&T/MECO/Rishab
	Digital Meters/ Intelligent Maultifuntional Digital mater	AE/HPL/CONZERV
	Selector Switch, Push button switch / emergency switch	KAY CEE/ L&T/ Siemens/ Schneider
	Indication Lamp	AE/L&T/Siemens/ Schneider
	CT's	L&T / AE/ Kappa
	AT's	L&T/Siemens/ Schneider/ legrand

7	Internal Wiring Related Works	
	MCB/RCCS/Isolators (ISI) marked MCB DB	L&T Siemens/ Schneider/ Legrand
	PVC Conduit	CAP / BEC/ Seiko/ AKG
	PVC insulated copper wire (ISI marked)	Skyline/ Finolex/ Havells/ Ploycab
	Telephone Cable	Skytone/ Delton/ NICCO/Polycab/ Finolex
	Switch, TV & Telephone socket & boxes (Modular Type)	CPL/ Legrand/ABB/Anchor
8	Miscellaneous Items	
	Lightning Protection Unit	Erico/ Pheonix/ INDELEC
	Relays	L&T/ABB/Siemens/BCH
	Contractors	L&T/ GE Power/BCH/ Siemens/ABB
	Changeover switch	C&S/Havells/ L&T/HPL
	KWH, PF, Frequency meter	BHEL/ AE/Havells/ L&T/ALSTOM
	Push Buttons	L&T/ Siemens
	Timers	L&T/ Legrand/ Schneider/Siemens/GE
	Timer Switch	L&T/ Legrand/ Schneider/Siemens/GE
9	Networking	
	Switches	Brocade/Cisco/Digi-Link/3Com/Nortel/Foundry/D-Link
	Patch Panel, Patch cord and I/o	Digi-Link / Tyco(AMP) /Schneider/D-Link
	Cable	Digilink/Clipser/National/Polycab/Lapp/Finolex
	Racks	ComRack / HCL / ValRack / APW President

CONTRACTOR

NOTE: The contractor shall use only above mentioned material to be approved by the Consultant. All other materials shall confirm to the specifications laid down. The tenderer shall take this into account while tendering rates / prices.



BANK OF BARODA
JORHAT REGIONAL OFFICE, CRYSTAL ENCLAVE, SEUNI ALI
BARPOOL, JORHAT-785001, ASSAM

T E N D E R F O R M

I/We have read and examined the notice inviting tender. Schedules A,B,C,D,E & F, specifications applicable, Drawings and Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate and all other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the Bank of Baroda within the time specified in Schedule 'F' at the rates specified in the attached Schedule 'A' viz., schedule of quantities and in accordance in all respects with the specifications, designs drawings and instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause 11 of the conditions of contract and with such materials as are provided for, by, and in all respects in accordance with, such conditions so far as applicable.

I/We agree to keep the tender open for hundred and twenty days from the due date of submission thereof and not to make any modifications in its terms and conditions.

A sum of **Rs. 15000/-** is hereby forwarded in Demand Draft of a Scheduled Bank as earnest money (unless exempted). If I/We, fail to commence the work specified I/We agree that the Bank shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely otherwise the said earnest money shall be retained by it towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered, upto maximum of the percentage mentioned in Schedule 'F' and those in excess of that limit at the rates to be determined in accordance with the provision contained in Clauses 12.2 and 12.3 of the tender form.

I/We hereby declare that I/We treat the tender documents, drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived therefrom to any persons other than a person to whom I/We am /are authorised to communicate the same or use the information in any manner prejudiced to the safety of the state.

I/We fully understand that you are not bound to accept the lowest or any tender you may receive.

Shri. _____, **Partner/Proprietor/** _____, is the person authorised to negotiate commercial and technical terms and conditions and sign on behalf of the firm any Agreement, Bills and receipts for this work.

I/We agree that should I/We fail to deposit the full amount of initial security deposit and/or fail to commence the work specified in the above memorandum, an amount equal to the amount of the earnest money mentioned in the form of invitation of tender shall be



absolutely forfeited to the BANK OF BARODA and the same ,may at the option of the BANK OF BARODA be recovered without prejudice to any other right or remedy available in law, out of the deposit in so far as the same may extend in terms of the said bond and in the event of deficiency out of any other money due to me/us under this contract or otherwise.

I/We agree that until a formal agreement on stamp paper is prepared and signed, this tender with your written acceptance thereof shall constitute a binding contract between us.

**Signature of Contractor
Full Postal Address
Pin Code No. & Telephone No.**

Dated the: _____ day of 2022

Witness:

Name :

Address:

Occupation:



**:ANNEXURE-1:
APPLICATION FORMAT**

1. (a) Name of the Applicant :

(b) Address :

(c)Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

(d)Registered Address of office :

(e) Local Address of Office :

2. a) Status of the Firm(Whether company/

Partnership / proprietary) :

b)Name of the Proprietor/ Partners/ Directors

(With professional qualifications, if any):

I)

II)

III)

c) Year of establishment :

3. Whether registered with Registrar of
Companies/ firm. If so, No. & Date :

4. Registration with Tax Authorities :

a) Income-tax No. PAN ;
(Furnish copies of Income-tax returns)

b) GST Regdn Number :
(Furnish the latest copies of the returns filed)

c) Electrical license number of the contractor /associate:

5. Names of the Bankers with address :

I)

II)

6. Turnover of the Company/firm (Please attach copy of documents in support of the details).

Sl. No.	Year	Turnover
1	2019-20	
2	2020-21	
3	2021-22	

7. Registration/Empanelment with Government / Public Sector / Banks / Corporate if any (Copy of valid registration/empanelment copy should be enclosed).

NAME OF THE ORGANISATION	NATURE OF WORKS	VALUE OF WORKS	DATE OF REGISTRATION

8. What are your fields of activities? Mention the fields on preference Basis

1)

2)

3)

9 Details of the works executed during the last 3 years prior to 31.09.2022 to meet eligibility Criteria

SI	Name of Work	Work executed for (name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Location of the work	Actual Value of the works	Date of commencement & Completion.

10. Key personnel permanently employed in your organization:

SI No.	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other

11. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

--	--	--	--

12. Furnish the details of AWARDS, CITATIONS etc received in recognition of your services in projects designed/ associated

YEAR	Name of the Award with details	Name of the organization from whom award was received	Name of the project for which such award was received

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / We agree that the decision of Bank in selection will be final and binding to me / us.

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION



:ANNEXURE-2:

**BANK OF BARODA
JORHAT REGIONAL OFFICE, CRYSTAL ENCLAVE, SEUNI ALI
BARPOOL, JORHAT-785001, ASSAM**

ACCEPTANCE

The above tender (as modified by us or negotiations as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the Bank of Baroda for a sum of Rs. _____ (Rupees _____)

The letters referred to below shall also form part of this contract agreement :

a)

b)

c)

For & on behalf of the BANK OF BARODA

Signature : _____

Designation: _____

Dated this _____ day of 2021.



:ANNEXURE-3:

BANK OF BARODA
JORHAT REGIONAL OFFICE, CRYSTAL ENCLAVE, SEUNI ALI
BARPOOL, JORHAT-785001, ASSAM

FORM OF AGREEMENT

This agreement made the _____ day of the month of _____ in the year **2022** BETWEEN, **BANK OF BARODA**, having its Head Office, at **Baroda Bhavan, R.C. Dutt Road, Alkapuri, Baroda-390007, Gujarat, India**, represented by its duly constituted attorney (hereinafter referred to as Bank) of the ONE PART; and Shri/M/s _____ S/D/o _____ resident of _____

_____ the sole proprietor of **M/s** _____ having office at _____ /the partnership firm represented by its Managing/duly authorised partner, having an administrative/principal office at _____ /a company/body corporate being its registered office at _____

_____ duly represented at _____ duly represented by its constituted and authorised Managing Director, Shri _____ and (hereinafter called the Contractor) of the other part WHEREAS THE Bank is desirous that certain works should be constructed viz., _____ and has accepted the tender dt. _____ furnished by the contractor for the constructions, completion and performance of such works.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz.,
 - a) Notice inviting Tender
 - b) The Tender form
 - d) General Rules and Directions to tenderers .
 - e) Conditions of contract and clauses of contract along with Annexures thereto and Schedules A to F.



- f) Schedule of quantities (SOQ) includes Prices and tendered amount.
- g) Tender drawings.
- h) Technical Specifications for the work.
- i) Safety code and Model rules for the protection of health, Sanitary arrangements for workers employed.
- j) Letter of Acceptance.
- k) Letters from and to the Contractor, if any, leading to and prior to acceptance letter.

3. In consideration of the payments to be made by the Bank to the Contractor the Contractor hereby covenants and agrees with the Bank to construct, complete and perform the works in conformity in all respects and subject to all terms and conditions/rules as mentioned in the aforesaid documents which shall form part of this agreement.

In witness whereof the parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said contractor, _____ to bank
_____ in the presence of:

Signature of Contractor (with seal)

Signature of Bank Official (with seal)



:ANNEXURE-4:

**BANK OF BARODA
JORHAT REGIONAL OFFICE, CRYSTAL ENCLAVE, SEUNI ALI
BARPOOL, JORHAT-785001, ASSAM**

LIST OF RELATIVES EMPLOYED IN BANK OF BARODA AND WITH THE ARCHITECT FOR THIS WORK.

I. No	Name	Designation	Branch/ Office of Bank / Architect	Relationship with Contractor
1.				
2.				
3.				
4.				
5.				

Signature of the Contractor



:ANNEXURE-5:

INTEGRITY PACT

Between

BANK OF BARODA a body corporate constituted under the Banking Companies (Acquisition and Transfer of undertakings Act, 1970,) having its Head office, at Baroda Bhavan, R.C. Dutt Road, Alkapuri, Baroda-390007, Gujarat, India hereinafter referred to as “The Principal”, which expression unless repugnant to the context or meaning hereof shall include its successors or assigns of the ONE PART

and

(description of the party along with address), hereinafter referred to as “The Bidder/ Contractor” which expression unless repugnant to the context or meaning hereof shall include its successors or assigns of the OTHER PART

Preamble

The Principal intends to award, under laid-down organizational procedures, contract/s for *Interior Furnishing of proposed new Branch at Botsa, Nagaland*

The Principal values full compliance with all relevant laws of the land, rules and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder(s)/ Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitor(s), who will monitor the Tender/RFP process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal

1.1 The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

1.1.1 No employee of the Principal, personally or through family members, will in connection with the Tender/RFP for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

1.1.2 The Principal will, during the Tender/RFP process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the Tender/RFP process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender/RFP process or the contract execution.

1.1.3 The Principal will exclude from the process all known prejudiced persons.

1.2 If the Principal obtains information on the conduct of any of its employees which is a penal offence under the Indian Penal Code 1860 and Prevention of Corruption Act 1988 or any other statutory penal enactment, or if there be a substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

Section 2 – Commitments of the Bidder(s)/ Contractor(s)

2.1 The Bidder(s)/ Contractor(s) commit himself to take all measures

necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender/RFP process and during the contract execution.

2.1.1 The Bidder(s)/ Contractor(s) will not, directly or through any other person or firm, offer, promise or give to the Principal or to any of the Principal's employees involved in the Tender/RFP process or the execution of the contract or to any third person any material, immaterial or any other benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender/RFP process or during the execution of the contract.

The Bidder(s)/ Contractor(s) will not enter with other Bidder(s) into any illegal or undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

2.1.2 The Bidder(s)/ Contractor(s) will not commit any penal offence under the relevant IPC/ PC Act; further the Bidder(s)/ Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

2.1.3 The Bidder(s)/ Contractor(s) will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

2.2 The Bidder(s)/ Contractor(s) will not instigate third persons to commit

offences outlined above or be an accessory to such offences.

Section 3 – Disqualification from Tender/RFP process and exclusion from future contracts

If the Bidder(s)/ Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above, or acts in any other manner such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidders(s)/ Contractor(s) from the Tender/RFP process or take action as per the separate “Guidelines for Suspension of Business Dealings with Suppliers/ Contractors” framed by the Principal.

Section 4 – Compensation for Damages

4.1 If the Principal has disqualified the Bidder(s) from the Tender/RFP process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit.

4.2 If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages equivalent to 5% of the contract value or the amount equivalent to Security Deposit/Performance Bank Guarantee, whichever is higher.

Section 5 – Previous Transgression

5.1 The Bidder declares that no previous transgressions occurred in the last 3 years with any other company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the Tender/RFP process.

5.2 If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender/RFP process or the contract, if already awarded, can be terminated for such reason.

Section 6 – Equal treatment of all Bidders/ Contractors/ Sub-contractors

6.1 The Bidder(s)/ Contractor(s) undertake(s) to demand from his sub-contractors a commitment consistent with this Integrity Pact. This commitment shall be taken only from those sub-contractors whose contract value is more than 20% of Bidder's/ Contractor's contract value with the Principal.

6.2 The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.

6.3 The Principal will disqualify from the Tender/RFP process all bidders who do not sign this pact or violate its provisions.

Section 7 – Criminal Charges against violating Bidders/Contractors /Subcontractors

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the Vigilance Office.

Section 8 –Independent External Monitor(s)

8.1 The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

8.2 The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the MD & CEO , BANK OF BARODA.

8.3 The Bidder(s)/ Contractor(s) accepts that the Monitor has the right to access without restriction to all contract documentation of the Principal including that provided by the Bidder(s)/ Contractor(s). The Bidder(s)/ Contractor(s) will grant the monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his contract documentation. The same is applicable to Sub-contractor(s). The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s) / Sub-contractor(s) with confidentiality.

8.4 The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the contract provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

8.5 As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or heal the situation, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

8.6 The Monitor will submit a written report to the MD & CEO , BANK OF BARODA within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.

8.7 The MD & CEO , BANK OF BARODA shall decide the compensation to be paid to the Monitor and its terms and conditions.

8.8 If the Monitor has reported to the MD & CEO , BANK OF BARODA, a substantiated suspicion of an offence under relevant IPC / PC Act, and the MD & CEO , BANK OF BARODA has not, within reasonable time, taken visible action

to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.

8.9 The number of Independent External Monitor(s) shall be decided by the MD & CEO, BANK OF BARODA.

8.10 The word 'Monitor' would include both singular and plural.

Section 9 – Pact Duration

9.1 This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the respective contract and for all other Bidders 6 months after the contract has been awarded.

9.2 If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified as above, unless it is discharged/ determined by the MD & CEO, BANK OF BARODA.

Section 10 – Other Provisions

10.1

This agreement is subject to Indian Laws and jurisdiction shall be registered office of the Principal, i.e. New Delhi.

10.2

Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

10.3

If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

10.4

Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

10.5



Only those bidders/ contractors who have entered into this agreement with the Principal would be competent to participate in the bidding. In other words, entering into this agreement would be a preliminary qualification.

For & On behalf of the Principal
Bidder/ Contractor

For & On behalf of the

(Office Seal)

(Office Seal)

Place-----

Date-----

Witness: _____

Witness:

(Name & Address) _____
Address)_____

(Name &