



Ref: P.O./L.P./2018-1083

Cost of form
Rs. 2000/=(Non refundable)

**PURCHASE DEPARTMENT
UNIVERSITY OF KARACHI**

TENDER DOCUMENT

**PROCUREMENT OF LABORATORY EQUIPMENTS FOR
HEALTH, PHYSICAL EDUCATION & SPORTS SCIENCE,
UNIVERSITY OF KARACHI**

S. No.	Description	Qty	Unit Price	Total
<u>ANATOMY LAB EQUIPMENT</u>				
1	Classic Skeleton stand with roller stand(SkeletonBasicVersionA-10	1		
2	Classic Skeleton Max. with roller stand(skeleton painted muscle version)A-11	1		
3	Didactic SkulloncervicalspineA20/2	1		
4	FunctionalShoulderJointA-80	1		
5	Functional Hip JointA-81	1		
6	Functional KneeJointA-82	1		
7	Functional ElbowJointA-83	1		
8	MuscularArmM-11	1		
9	MuscularLegM-20	1		
10	ClassicUnisexTorsoB-09	1		
11	Disc TorsoHorizontallyVA-20	1		
12	Brain with Arteries(8parts)C-20	1		
13	Eye,3 times full size (6 parts) F-15	1		
14	Spinal cord with Nerve Endings (Deluxe Spinal Cord) # A-65 C-41 (W-42505)	1		
15	CT Bronchial Tree with LarynxG-23	1		
16	Kidney Section, Enthroned, Blood Vessels and Renal CorpusclesK-11	1		
17	Free Standing Urinary System(Male)W-42510	1		

18	Pregnancy Series(8models)L-10 L-10/11st month embryo L-10/22110month embryo L-10/33romonth embryo L-10/44m month foetus transverse L-10/55 th month foetus breach position L-10/65 th month foetus transverse L-10/75 th month twin fetuses, normal position L-10/8Jhmonthfetus	1		
19	Ear,3timeslifesizeE-11	1		
20	BrainVentricle VH-410	1		
21	Stomach-2parts(Digestive System) K-15	1		
22	Stomach(Digestive System) CM#531(27/11/06)	1		
23	Median and Frontal Section of theHead C-13	1		
24	Artificial Human Skull QS-7/5	1		
25	Muscles of the Arm with shoulder Girdle NS-15	1		
26	MusclesoftheLegwithbaseofPelvis NS-10	1		
27	Brain(4parts) BS-22	1		
28	Model of Brain(4parts) BS-23/3	1		
29	Model of Brain with indicated cytoarchitectural areas (15parts) BS-25/1	1		
30	5.SectionsModels of the Brains(5parts) BS-45	1		
31	Eyeball with part of Orbit CS-2	1		
32	Kidney, NephronandGlomerulus LS-9	1		
33	Embryo MS-11	1		
34	Heart Lung Table Model HS-8/2	1		
35	Heart Model HS-5	1		
36	Heart Life Size CM#531 (27/11/06)	1		
37	Section through the Hand NS-45	1		
38	Skeleton of Hand with Base of Forearm (mounted on wire) QS-31/1	1		
39	Mammary Gland in resting position MS-7	1		
40	Section through the Shoulder joint NS-48	1		
41	Section through A Normal Foot NS-47	1		
42	Functional Model of the Ankle joint NS-54	1		

43	Skeleton of the Foot (mounted on wire) QS-22	1		
44	Section through the Elbow NS-46	1		
45	Section through the Hip Joint NS-44	1		
46	Section through the Knee Joint NS-43	1		
47	Median Section of the Male Pelvis MS-2	1		
48	Larynx with tongue (tongue with lower jaw and larynx) GS-4	1		
49	Tongue FS-8	1		
50	Male Muscle Figure AS-1	1		
51	Section of Skin KS-1	1		
52	Pancreas with Spleen and Duodenum JS-11	1		
53	Torso with Head and open back AS-23/2	1		
54	Sympathetic Nervous system BS-26/1	1		
55	Larynx GS-7	1		
56	Larynx GS-3	1		
57	Median Section of the Female Pelvis (Female Pelvis) MS-1	1		
58	Female Pelvic Floor MS-10	1		
59	Head and Neck BS-3	1		
60	Model of the Head BS-7 (Nerves and Blood Vessels shown on the bones of Face)	1		
61	Human Reflex Pathway Cat#4586800	1		
62	Human Endocrine Organ Cat#4568033	1		
63	Transparent Torso Model with Head AS9/2	1		
64	Anatomical Sectional Model of The Head (Head Anatomical Sect. Model) BS5/5	1		
65	Median and Frontal Section of the Head (Head, Two Sectional Model) BS-43	1		
66	Spinal Cord in the Spinal Canal (Spinal Cord) BS-31	1		
67	Neuron BS-35	1		
68	Transversely Striated Muscular Fibre with Motor End Plate (Motor Nerve) BS-36	1		
69	Female Genital Organ MS-5	1		
70	Human Development up to the Embryo at the End of the 1st Month (Development of the Human Embryo) MS-15/1	1		

71	Ankle Joints with Ligaments NS-21	1		
72	Joints of Hand and Fingers with Ligaments NS-2111	1		
73	Cervical Vertebral Column with Shoulder Girdle QS65/5	1		
74	Neuro anatomy Head Model QS-65/7	1		
75	Lymphatic System HS-19/1	1		
76	Digestive Tract JS-2/1	1		
77	Skeleton of Female Pelvis DS-27	1		
78	Female Pelvis with Ligaments MS-10	1		
79	Bronchial Tree HS-8/4	1		
80	Median Section of the Male Pelvis MS-2	1		
81	Liver(Blood Vessels System) JS-8	1		
82	Pancreas with spleen & duodenum JS-11	1		
83	Muscles of the Arm NS-15	1		
84	Muscles of the Leg NS-10	1		
85	Artificial Demonstration Skull Adult QS-8/11	1		
86	Artificial Human Skull QS-2	1		
87	Vetebrae Spinal Cord QS-54	1		
88	Nose Mouth and Throat FS-5	1		
89	Torso of young man with Head AS-15/E	1		
90	Male Torso with Head AS-21	1		
91	Urinary Apparatus (Organ) LS-3/1	1		
92	Vertebral Column with Pelvis QS-2114	1		
93	Muscles and Ligaments of Hands	1		
94	Muscles and Ligaments of foots	1		
KINESIOLOGY LAB/ REHABILITATION GYM EQUIPMENTS				
1	Gonio meter (5Pieceset)	30		
2	Gym Ball different Sizes	05		
3	Measuring tapes	30		
4	Exercise/FloorMats	05		
5	Crutches (Aluminium, Adjustable)			
	a) Axillary	15		
	b) Elbow	15		

6	Walking frames(adjustable, Folding) a) Standard b) Rolating c) Wheeled	15 15 15		
7	Sticks/Canes (Aluminium, Adjustable) a) Standard b) Tetra pod	15 15		
8	Reflex Hammer	30		
9	BP Apparatus	30		
10	Stethoscope	30		
11	Inclinometers	06		
12	Treatment/examination Couches	15		
13	Wall Bar	01		
14	Putty i)3446572 Rep Putty soft Orange 80 gm ii)3446573 RepPuttyMediumGreen80 gm iii)3446574 Rep Putty soft Blue 80 gm	10 10 10		
15	Tubing i)3446793 RepExerciseTubingLevel1Peach7.5m ii)3446795 Rep Exercise Tubing Level3 Green7.5m iii)3446797 RepExerciseTubingLevel5 Purple7.5m	10 10 10		
16	TheraBand i)3446776 RepExerciseBandLevel1 Peach 5.5m ii)3446778 Rep Exercise Band Level3 Green 5.5m iii)3446780 Rep Exercise Band Level5 Purple5.5m	10 10 10		
17	Axillaro meter with action software	01		
18	Weight Machine (Weight & Height Scale)	01		
19	First Aid Box	01		
20	Tilt Table	01		
21	Shoulder Wheel	01		
22	Pulley System	01		
23	Adjustable Stools	15		
24	Foam Rollers, Wedges	05		
PHYSIOLOGY LAB EQUIPMENT				
1	Binocular Compound Microscope China	05		
2	Haemocytometer Germany	02		
3	Neubauer's Chamber Germany	02		
4	Haemoglobino meter Germany	04		
5	ESRTubes	04		

6	ESRStand	02		
7	1Wintrobetubes	04		
8	2Westergrontubes	05		
9	Incubator	05		
10	Biograph	05		
11	StudentPhysiograph	20		
12	Cardiograph	02		
13	Dynamometer	02		
14	Sphygmomanometer	02		
15	Prethysmograph	02		
16	Stethograph	05		
17	Marey's	05		
18	Tambour	02		
19	Vitalograph	03		
20	Spirometer	02		
21	Expirograph	02		
22	Bicycleergometer	01		
23	Audiometer	01		
24	Electroencephalogram	01		

Total Amount _____

(Rupees _____ **Only)**

(Total Earnest Money Rs. _____ **)**

TERMS & CONDITIONS

- The Procuring Agency may reject all bids at any time prior to the acceptance of a bid under S.P.P. Rules, 2010, amended 2013.
- 2% Bid Security should be deposited on the total cost of the quoted amount with the bidding documents in shape of pay order drawn infavor of University of Karachi.
- Bids not accompanied by the 2% Bid Security will not be considered.
- Copies of the Sales Tax Registration (GST), Sindh Revenue Board (S.R.B.) and NTN are to be attached with the bidding documents.
- The quoted rates shall be inclusive all applicable Govt. Taxes and charges.
- Procurement Committee shall finalize the bids in light of SPP Rules, 2010.
- The bidders are requested to submit their bids along with the bid validity period.
- Complete details specification/information to be provided about the products and firm by the bidder.
- Rates shall be quoted in Pak rupees.
- The method of procurement is open competitive bidding single stage one envelop procedure.
- The bids shall be evaluated on the following criterion.
 - Lowest evaluated bid in terms of Value for Money.
 - As per specifications mentioned in the bidding document
- The rates to be quoted shall be filled in the bidding documents mandatorily.
- The successful bidders who fail to execute the contract shall be liable to forfeiture of their bid security as penalty.
- The last date of issuance of bidding document is 27-03-2018 at 4:30 p.m.
- The last date of receipt of bidding document is 28-03-2018 at 11:30 a.m. The bids shall be opened on the same day at 12:00 noon in presence of the bidders who may wish to be present.
- In case of any holiday or disturbance the bids shall be opened on the next working day as per the same schedule.
- The Tender Notice shall be available on the Official website www.ppra.org.pk; www.pprasindh.gov.pk as well as Procuring Agency's website www.uok.edu.pk

Total Amount _____

(Rupees _____ **Only)**

(Total Earnest Money Rs. _____ **)**

SIGNATURE OF THE PROPRIETOR
AND RUBBER STAMP OF THE COMPANY

Instruction to Bidders (ITB)

Preparation of Bids

- 1. Scope of Work** The *University of Karachi* plans to develop / acquire a comprehensive integrated solution for all the functional needs and requirements of *Laboratory Equipment's* as described in later pages.

- 2. Method and Procedure of Procurement** National Competitive Bidding Single Stage *Single Envelope* Procedure as per SPP Rules 2010 (updated 2013)

- 2. Language of Bid** The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency, shall be written in English language

- 3. Documents Comprising the Bid** The bid prepared by the Bidders shall comprise the following components:
 - (a) Price Schedule completed in accordance with ITB Clauses 4, 5 and 6.
 - (b) Bid security furnished in accordance with ITB Clause 9.

- 4. Bid Prices**
 - 4.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the *Laboratory Equipment's* it proposes to supply under the contract.
 - 4.2 The prices shall be quoted inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery of services specified in the Schedule of Requirements. No separate payment shall be made for the incidental services.
 - 4.3 Prices quoted by the Bidder shall remain fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet.
 - 4.4 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

- 5. Bid Form** The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the *Laboratory Equipment's* to be supplied.

- 6. Bid Currencies** Prices Shall be quoted in Pak Rupees.

- 7. Documents Establishing Bidder's Eligibility and Qualification**
 - The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
 - (a) That the Bidder has the financial and technical capability necessary to perform the contract;
 - (b) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.

8. Documents
*“Laboratory
Equipment’s”*
**Eligibility and
Conformity to
Bidding
Documents**

The documentary evidence of conformity of the *Laboratory Equipment’s* to the bidding documents may be in the form of literature and data.

9. Bid Security

9.1 The bid security is required to protect the Procuring agency against the risk of Bidder’s conduct, which would warrant the security’s forfeiture

The bid security shall be denominated in the currency of the bid:

- (a) 2% Bid Security should be deposited with the bid;
- (b) be submitted in its original form; copies will not be accepted;
- (c) remain valid for a period of at least 14 days beyond the original validity period of bids, or at least 14 days beyond any extended period of bid validity

9.2 Bid securities shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired.

9.3 The successful Bidder’s bid security shall be discharged upon the Bidder signing the contract, and furnishing the performance security.

9.4 The bid security may be forfeited:

- (a) if a Bidder withdraws its bid during the period of bid validity or
- (b) in the case of a successful Bidder, if the Bidder fails:
 - (i) to sign the contract in accordance

**10. Period of
Validity of Bids**

10.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid submission prescribed by the Procuring agency. A bid valid for a shorter period shall be rejected by the Procuring agency as non responsive.

10.2 In exceptional circumstances, the Procuring Agency may solicit the Bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitably extended as per Rule-38 of SPP Rules, 2010 (updated 2013). A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

**11. Format and
Signing of Bid**

11.1 The Bidder shall prepare an original bid indicated in the Bid Data Sheet, clearly marking each “ORIGINAL BID”.

11.2 The original and bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

11.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

Submission of Bids

12. Sealing and Marking of Bids

- 12.1 The Bidder shall seal the original envelopes, duly marking the envelopes as “ORIGINAL BID”. The outer envelopes shall be addressed to the Procuring agency at the address given in the Bidding Documents, and carry statement “DO NOT OPEN BEFORE [28-03-2018].
- 12.2 If the outer envelope is not sealed and marked as required, the Procuring Agency shall assume no responsibility for the bid’s misplacement or premature opening.

13. Deadline for Submission of Bids

- 13.1 Bids must be received by the Procuring Agency at the address specified in Bidding Documents, not later than the time and date specified in the Bid Data Sheet.
- 13.2 The Procuring Agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents. In such case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

14. Late Bids

Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring agency shall be rejected and returned unopened to the Bidder.

15. Modification and Withdrawal of Bids

- 15.1 The Bidder may modify or withdraw its bid after the bid’s submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.
- 15.2 No bid may be modified after the deadline for submission of bids.
- 15.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity. Withdrawal of a bid during this interval may result in the Bidder’s forfeiture of its bid security.

Opening and Evaluation of Bids

16. Opening of Bids by the Procuring agency

- 16.1 The Procuring agency shall open all bids in the presence of bidders’ representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders’ representatives who are present shall sign a register/attendance sheet evidencing their attendance.
- 16.2 The bidders’ names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency may consider appropriate, will be announced at the opening.

17. Clarification of Bids

During evaluation of the bids, the Procuring agency may ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

- 18. Preliminary Examination**
- 18.1 The Procuring agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 18.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 18.3 Prior to the detailed evaluation, the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 18.4 If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
- 19. Evaluation and Comparison of Bids**
- 19.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive.
- 19.2 The Procuring agency's evaluation of a bid will be on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and execution charges imposed till the delivery location.
- 20. Contacting the Procuring agency**
- 20.1 No Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Bid Evaluation Report. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.
- 20.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.
- 21. Post-qualification**
- 21.1 In the Procuring agency may determine to its satisfaction whether that selected Bidder having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.
- 21.2 The determination will take into account the Bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 7 as well as such other information as the Procuring agency deems necessary and appropriate.

- 21.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- 22. Award Criteria** The Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 23. Procuring agency's Right to Accept any Bid and to Reject any or All Bids**
- 23.1 Subject to relevant provisions of SPP, Rules, 2010 (amended 2013), the Procuring agency 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.
- 23.2 Pursuant to Rule 45 of SPP Rules 2010 (updated 2013), Procuring agency shall hoist the evaluation report on Authority's web site, and intimate to all the bidders seven days prior to notify the award of contract.
- 24. Notification of Award** Prior to the expiration of the period of bid validity, the Procuring agency shall notify the successful Bidder in writing, that its bid has been accepted.
- 25. Signing of Contract**
- 25.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
- 25.2 Within the period specified in BDS, of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.
- 26. Performance Security** Failure of the successful Bidder to comply with the requirement of ITB Clause 25 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.
- 27. Corrupt or Fraudulent Practices**
- 27.1 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:
- (a) **"Corrupt and Fraudulent Practices"** means either one or any combination of the practices given below;
- a. **"Coercive Practice"** means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

- b. **“Collusive Practice”** means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
 - c. **“Corrupt Practice”** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
 - d. **“Fraudulent Practice”** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (b) **“Obstructive Practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

Bid Data Sheet

The following specific data for the *Laboratory Equipment's* to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Introduction	
ITB 1	Name and address of Procuring Agency: <i>University of Karachi, Karachi.</i>
ITB 1	Name of Contract. <i>“Laboratory Equipment’s”</i>
Bid Price and Currency	
ITB 4	Prices quoted by the Bidder shall be <i>“fixed” and in” Pak Rupees”</i>
Preparation and Submission of Bids	
ITSB 19	<i>Qualification requirements:</i> <ol style="list-style-type: none"> 1) NTN 2) Sales Tax 3) Registration with SRB for works & services 4) Minimum three years’ experience relevant field 5) Turnover of at least last three years
ITB 7	Amount of bid security. As per SPP –Rules, 2010, Clause 37(1)
ITB 8	Bid validity period. 90 days
ITB 10	Number of copies. <i>One Original</i>
ITB 19.1	Deadline for bid submission. <i>28-03-2018 at 11:30 hours</i>
ITB 20	Bid Evaluation: <ul style="list-style-type: none"> ○ Lowest evaluated bid in terms of Value for Money. ○ As per specifications mentioned in the bidding document.
	Under following conditions, Bid will be rejected: <ol style="list-style-type: none"> 1. Conditional tenders/bids; 2. Bids not accompanied by bid security (Earnest Money); 3. Bids received after specified date and time; 4. Bidder submitting any false information; 5. Black Listed Firms by Sindh Government or any entity of it

SUMMARY SHEET
TENDER NOTICE

S. No.	Bid Value	Price in PKR

Total Bid Value in PKR		
Earnest Money @ 2% in PKR		
Pay Order/Demand Draft No:		Date:
Signature :	Seal :	