



**THE JHARKHAND STATE COOPERATIVE MILK  
PRODUCERS' FEDERATION LTD.**

FTC CAMPUS, SEC-2, DHURWA, RANCHI – 834004  
Ph.: +91-(0651) 2270046, MOB: 7544003404/7544003412,  
Email: [purchase@jmf.coop](mailto:purchase@jmf.coop), Website: [www.jmf.coop](http://www.jmf.coop)



**TENDER INVITATION**

(COMPLETE BIDDING DOCUMENT)

***TENDER FOR SUPPLY OF TRANSPORT  
VEHICLES FOR MILK & MILK  
PRODUCTS***

Single Stage - Two Part Bid लिमिटेड

**TENDER NO. JMF-PI-Transport -Vehicle/2021-22/094**

Date of Tender Published : 24 Jan 2022  
Last date for submission of Tender : 08 Feb 2022 by 17:00 hrs

**Opening of Technical Tender:**  
**Date: 09 Feb 2022 at 15.30 Hrs.**

At Medha Dairy Plant.  
Hotwar, (Khelgaon), Ranchi,  
Jharkhand – 835217

**Opening of Financial Tender:**  
Shall be notified Later after opening of  
Technical Bid.

**Name of Bidder:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone no:** \_\_\_\_\_

**Email Id** \_\_\_\_\_

*The tenderer shall sign on the last page together with initials on every page. Initial/signature will indicate the acceptance of the tender terms and conditions by the tenderer.*

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## TENDER NOTICE

**The Jharkhand State Cooperative Milk Producers' Federation Ltd.**  
Near F.T.C Campus, Sec-II, H.E.C., Dhurwa, Ranchi – 834004  
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### SHORT TENDER NOTICE

Date: 24 Jan 2022

Sealed tenders are invited in two parts (Technical bid & Price bid) from experienced manufacturer/ firm as per eligibility detailed in tender documents for the Supply, Installation & Commissioning of the following Items:

Name of the work / item	Tender Ref./ Doc. No.	Earnest Money (Rs.)	Date of Opening of Technical Tender
TENDER FOR SUPPLY OF SS CAN WITH LID (GRADE-304) 10 LTR & 40 LTR CAPACITY	TENDER NO. JMF-PI-SS CAN WITH LID-CHATRA/2021-22/086, Dt. 03.01.22	25,000/-	09 Feb 2022 12:00 Hrs
TENDER INVITATION FOR SUPPLY, INSTALLATION & COMMISSIONING OF BULK MILK COOLER (BMC) -2KL & 3KL WITH HEAT RECOVERY UNIT	TENDER NO. JMF-PI-BMC-2KL & 3KL-CHATRA/2021-22/085	65,000/-	09 Feb 2022 15:00 Hrs
TENDER FOR SUPPLY OF TRANSPORT VEHICLES FOR MILK & MILK PRODUCTS	TENDER NO. JMF-PI-Transport - Vehicle/2021-22/094	25,000/-	09 Feb 2022 15:30 Hrs
TENDER FOR SUPPLY OF OFFICE FURNITURE & STEEL ALMIRAH AT SAHIBGUNJ DAIRY PLANT & KODERMA DAIRY PLANT	Tender No. JMF-PI-Office Furniture-DCS/2021-22/095	40,000/-	09 Feb 2022 16.00 Hrs
TENDER FOR SUPPLY, INSTALLATION AND COMMISSIONING OF THERMAL TRANSFER PRINTER(TTO) MACHINE	Tender No. JMF-PP-Thermal Transfer-Printer (TTO)/2021-22/096	5,000/-	09 Feb 2022 16:30 Hrs

For details of the tender, please visit our website [www.jmf.coop](http://www.jmf.coop)

The filled tender should reach us latest by **05.00 PM dtd. 08 Feb 2022.**

For any enquiries, bidders may contact at the above address. All future announcement related to this tender shall be published on our website only.

PR 262232 Jharkhand Milk Federation (21-22)\_D

Managing Director





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## **TENDER INVITATION**

### **SEALED TENDER/QUOTATION IS BEING INVITED FOR SUPPLY OF TRANSPORT VEHICLES FOR MILK & MILK PRODUCTS**

The Jharkhand State Cooperative Milk Producers' Federation Ltd. (JMF), registered under Jharkhand Co-operative Societies Act, 1935 is engaged in milk procurement, processing and marketing activities of item milk and milk products in the state of Jharkhand and is popularly known for its brand 'Medha'. Under an MoU, the Federation is being run & managed by the National Dairy Development Board (NDDB).

The H.O. is located at Sec-II., H.E.C., Near FTC Campus, Dhurwa, Ranchi – 834004

JMF (The Jharkhand State Cooperative Milk Producers' Federation Limited, Ranchi), hereby invites tender (in sealed envelope) under two bid system i.e. technical and financial bids from the manufacturers/Authorised dealer for the Supply of Transport Vehicles For Milk & Milk Products on F.O.R basis for delivery at its site.

Sl. No.	Name of Item	Req. Qty	Unit	Remarks
1	SUPPLY OF TRANSPORT VEHICLES FOR MILK & MILK PRODUCTS, MAKE: TATA, ASHOK LEYLAND, EICHER & MAHINDRA	02	Nos	<b>The rate quoted must be on F.O.R. basis inclusive of P&amp;F, Insurance, Freight, GST etc for delivery at our Site</b>

**The bids shall be submitted in two separate envelopes** (under one main envelope superscribing: **'TENDER FOR SUPPLY OF TRANSPORT VEHICLES FOR MILK & MILK PRODUCTS.'**

1. Cost of documents : Nil
2. Earnest Money (EMD) : **Rs. 25,000/-**
2. Tender Start Date : **24 Jan 2022**
3. Tender submission End Date & Time : **08 Feb 2022 at 17.00 hours**
4. Address for submission of Tender : **The Jharkhand State Cooperative Milk**

#### **Producers' Federation Ltd**

Medha Dairy Plant, Beside Birsa Munda Central Jail, Hotwar, Ranchi – 835217, Jharkhand, INDIA.

Ph. No: 7544003404/7544003412/+91-(0651) 2270046, Email: [purchase@jmf.coop](mailto:purchase@jmf.coop)

All the tenders will be acceptable only in 'Sealed Envelope' on or before the due date. Tenders will be opened on the prescribed date as mentioned above in the presence of the agency or their authorized representative who may like to be present in the office at Medha Dairy Plant, Beside Birsa Munda Central Jail, Hotwar of Jharkhand State Cooperative Milk Producers' Federation Limited, Ranchi.

All tenders in which any of the prescribed conditions are not fulfilled or which have been vitiated by errors in calculations, totalling, or other discrepancies or which contain over writing in figures or words or corrections not initiated and dated will be liable to rejection.



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## **1. INSTRUCTION TO BIDDER / TENDERER**

- 1.1 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or authentic documentation required by the Bidding Document may result in rejection of the Bid.
- 1.2 The Bid shall comprise of two envelopes (one containing the Technical Bid and the other the Financial or Price Bid) to be submitted simultaneously under one main envelope.
- 1.3 The Bidder shall submit the Technical Bid and Financial Bid using the appropriate Bid Submission Format provided in Bidding/ Tender document or as requested in Bid document. The forms/ formats must be completed without any alterations to their format, and no substitutes shall be accepted.
- 1.4 Tender bid can be sent by post/ courier or submitted by hand at our office by time as specified in tender notice. Tenders received late will be rejected.
- 1.5 Bid can be submitted by hand or by post/ courier. For bids submitted by post or Courier, it is bidder's responsibility that bid reaches our office on or before the scheduled time and date.
- 1.6 In case tender opening date is declared a Holiday, bids shall be opened on next working day at the same time specified in tender.
- 1.7 The unit rates and the prices shall be quoted by the Bidder entirely in Indian Rupees unless otherwise specified in Bidding/ Tender document in case of International Competitive Bidding (ICB). All payments shall be made in Indian Rupees only, unless otherwise specified in the Bidding/ Tender document.
- 1.8 To establish their eligibility, Bidders shall complete the eligibility criteria specified /requested in the Bid/ Tender document.
- 1.9 To establish the conformity of the Goods and Related Services to the Bidding Document, the Bidder shall furnish as part of its Bid, the documentary evidence (specifications, designs and drawings and others), supply samples where asked for, demonstrate trials or carry out tests as specified in Bidding /tender document.
- 1.10 Any attempt by a Bidder to influence the Procuring Entity "The Jharkhand State Cooperative Milk Producers' Federation Ltd. (JMF)", in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its Bid, in addition to the legal action which may be taken by the Procuring Entity under the Act and the Rules.
- 1.11 Information relating to the examination, evaluation, comparison, and post-qualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
- 1.12 To assist in the examination, evaluation, comparison and qualification of the Technical or Financial Bids, the Bid evaluation committee may, at its discretion, ask any Bidder for a clarification regarding its Bid. The committee's request for clarification and the response of the Bidder shall be in writing.
- 1.13 Any clarification submitted by a Bidder with regard to his Bid that is not in response to a request by the Bid evaluation committee shall not be considered.
- 1.14 The determination of qualification of a Bidder in evaluation of Technical Bids shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder and in accordance with the qualification criteria indicated in Qualification and Evaluation Criteria. Factors not included in Qualification and Evaluation Criteria shall not be used in the evaluation of the Bidder's qualification.
- 1.15 The Bid evaluation committee shall have full powers to undertake negotiations where it deemed necessary. Negotiations may, however, be undertaken only with the lowest Bidder(s) only.
- 1.16 JMF reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to Contract award without assigning any reasons thereof and without thereby incurring any liability to the Bidders.
- 1.17 JMF shall award the contract to the Bidder whose offer has been determined to be the lowest in accordance with the evaluation criteria set out in Evaluation and Qualification Criteria and if the Bidder has been determined to be qualified to perform the contract satisfactorily.



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## 2. MODE OF SUBMISSION /OPENING\* OF TENDER:

The tenderer/ bidder has to submit the tender in 'sealed envelope' **in single stage two (02) Bid System** i.e. Pre-Qualification/Technical Bid (Technical Envelope) and Financial Bid (Commercial Envelope) as below:

**2.1 Envelope 1:** Pre-Qualification/Technical Bid - The envelope is to be superscribed with 'Technical Bid' and the bidder should submit all such relevant /supporting documents as requested in Clause 03 of Eligibility and Qualification Requirements & Clause 04 of General Terms and Conditions of this tender /bid document.

**2.2 Envelope 2:** Financial / Commercial Bid- The envelope is to be superscribed with 'Commercial Bid' and the bidder should submit its Offer/Quotation only in this commercial bid envelope in the format requested in **Annexure-IV** of financial bid part mentioned in this tender /bid document.

The bidders should quote the rates/ prices in Indian Rupees only on F.O.R. basis in bid format only enclosed as **Annexure-IV**.

**2.3** Both the envelopes 'Envelope -1 and 2' to be put in a **third envelop** and the third envelope should be superscribed with "**TENDER FOR SUPPLY OF TRANSPORT VEHICLES FOR MILK & MILK PRODUCTS**."

\* Under this process, the Eligibility and qualification of the Applicant/ Agency will be first examined based on the detail submitted under first cover (Technical Bid) with respect to eligibility criteria and specifications prescribed in this tender document. The Price Bid under the second cover shall be opened for only those Applicants whose technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

## 3. ELIGIBILITY AND QUALIFICATION REQUIREMENTS:

Sl. No.	Parameters	Document furnished (Yes/No)	Page No.
3.1	The bidders must meet the following minimum qualifying criteria:		
3.1.1	The Bidder must be an authorized dealer / or an Original Equipment Manufacturer (O.E.M). (If the bidder is an authorized dealer must submit an authorization letter from O.E.M)		
3.1.2	The Bidder must be in the business of this type for the last 5 years.		
3.1.3	Bidder must be registered under GST Act.		
3.1.4	Certificate /(Lists) of from clients with detailed contact address and landline / cell no to establish the supply as stated above.		
3.1.5	The bidder must submit a declaration in its letter head for not being 'Blacklisted' by any state Govt. or Central Govt. organizations. (Format enclosed as <b>Annexure-III</b> ).		
3.1.6	EMD Submission along with Tender Document		



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The Bidder/Manufacturing/Supplier unit who has been blacklisted either by the Tender inviting authority or by any state Govt. or Central Govt. organization is not eligible to participate in the tender for that item during the period of blacklisting.

The bidder must submit a document copy of the above eligibility criteria along with the tender document.

## **4. GENERAL TERMS AND CONDITIONS**

1. Bidder will be required to deliver the Vehicles in 45 Days from the date of award of order.
2. The Technical Committee shall in the first instance scrutinize the bid proposals submitted by the bidders to determine whether the bid submissions comply with the bid conditions. The Technical Committee will not process the bid proposals, which are incomplete and are not accompanied by the any other fault or discrepancies. Such proposal will not be considered for financial evaluation.
3. The Technical Committee shall then process with further scrutiny of the bid proposals, which are found to comply with bid requirements
4. Based on the technical criteria listed in **Annexure- II** on this document, the committee will shortlist the suitable bids.
5. The tenderer needs to fulfil its complete detail as requested in the prescribed format enclosed as **Annexure -I** "Proforma for filing Tender".
6. The tenderer must follow the Scope of Work/ Specifications while quoting for transport vehicle as mentioned in enclosed **Annexure – II**.
7. The tenderer must quote the rate of equipment(s) on F.O.R. Destination basis inclusive of P&F, Taxes, Insurance, Freight/Transportation charges etc.
8. The tenderer needs to quote the rate for the item(s)/ material(s) as per the format enclosed as "**Annexure-IV** (Commercial/Financial Bid)".
9. The quoted rate shall be valid for 120 days from the date of opening of offers/bids.
10. **Scope of Supplier:**
  - i. Transportation cost on suppliers' account for delivery of the vehicle.
  - ii. Insurance of the vehicles to be borne by the supplier (12 months).
  - iii. Registration (RTO) of the vehicles to be borne by the supplier (15 years- One time).
  - iv. Road permit of the vehicles to be borne by the supplier (5 Years).
  - v. Fitness charges of the vehicle to be borne by supplier (2 Years).
  - vi. Road Tax charges of the vehicle to be borne by supplier (One Year).
11. All entries in the 'Tender Form' should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Price Bid Form (**Annexure-IV** -Commercial/Financial Bid). In such cases, the tender shall be summarily rejected.
12. On awarding of the order to qualified supplier/ manufacturer, the party has to Supply Transport vehicle at the quoted rate as per enclosed specification and as per the delivery schedule stipulated in the purchase/work order
13. The tenderer must indicate their GST and PAN no's as mentioned in the proforma, falling which the offer of the party will be summarily rejected.



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14. The Company guarantees that the goods manufactured by it and delivered hereunder will be free of defects in materials and workmanship for a period of twelve (12) months from the date of shipment.
15. On receiving orders from JMF, the supply of Product at Jharkhand Milk Federation, Ranchi or any location specified by it shall be the responsibility of the supplier. The rejected material, if any, shall have to be lifted by the supplier at their own cost within a week time from the date of intimation from JMF. JMF shall not be responsible for any deterioration due to delayed lifting of the rejected material by the supplier.
16. Material to be suitably packed to prevent damages during transit.
17. **Earnest Money:**
  - a. The bidder shall have to pay Earnest Money Deposit (EMD) Fee of Rs. 25,000/- (Rupees Twenty-Five Thousand Only). The payment of EMD can be made in form of DD (Demand Draft)/NEFT/RTGS in favour of **'The Jharkhand State Cooperative Milk Producers' Federation Limited**, Ranchi. Bank Details: - Axis Bank Ltd., Ashok Nagar Branch, Ranchi-834002, **IFS CODE- UTIB0000837, A/C No: - 914020036149007**. Submission of earnest money by any mode other than specified above shall not be accepted and Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc at any stage.
  - b. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract.
  - c. The EMD deposited by successful agency will be adjusted towards Security deposit as demanded above. If the successful bidder fails to furnish the difference amount between Security Deposit and EMD within 30 (Thirty) days after the issue of Letter of Award of Work, his bid security (EMD) shall be forfeited unless time extension has been granted by "PURCHASER".
  - d. The EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the contract.
18. **Payment Terms:** 90% within 30 days from the date of receipt of Transport vehicle and its acceptance and 10% after one year from the date supply of Transport Vehicles. However, this can be released along with 90% payment against submission of a Performance bank guarantee for 10 % value valid for one year from the date of supply.
19. JMF reserves the right to verify/seek confirmation of all original documentary evidence submitted by Bidder. In case any information furnished by the bidder is found to be false/incorrect at any stage, the bid shall be summarily rejected and no correspondence on the same shall be entertained.
20. JMF reserves the right to accept or reject any or all the offers without assigning any reason thereof. Managing Director, JMF shall be Arbitrator in case of any disputes and his decision will be final and binding on both the parties. For all legal matters & dispute Ranchi court shall be our Jurisdiction. Any money found recoverable shall be recovered under the public Demand Recovery Act without prejudice to any other mode of recovery.

**Managing Director**

**The Jharkhand State Cooperative  
Milk Producers' Federation Limited**



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## ANNEXURE-I TENDERERS' PROFILE

No	Details		
1	Name of Vendor/ Tenderer		
2	Address of Registered Office		
3	Address of Factory/ Works		
4	Name of Contact Person		
5	Contact Nos.		
6	Type of Firm: Ltd Co/ Pvt. Ltd. / Partnership/ Proprietor		
7	Nature of Firm: Manufacturer/ Traders / Autho. Dist. / Dealer		
8	Year of Establishment		
9	Name of Product, you Deal		
	Please, Specify in separate sheet (As per below Format)		
	S. No	Item Description (Shortly)	Make/Brand
10	G.S.T. No & Reg. Date		
11	PAN No & Date		
12	Turn Over Of last 3 Year (Rs.)		
	1.	2.	3.
13	If You have maintained any quality standard (Pl. Specify)		
14	Name of Clients (If required, Pl. Specify in separate sheet)		
	1.	2.	3.
15	Min. Lead Time Required (Days)		
16	Bank Details		
	Name of Bank :		
	Branch Address:		
	Account No. :		
	IFSC Code :		
17	Documents to Be Attached		
	1. Copy of Registration + PAN Copy + GST Regn.		
	2. ISO Certificates		
	3. Autho. Dealership		
	4. Fin. Statements		
	5. Product Brochures		
	6. Copy of PO's (Min.5)		
Recommendation:			
Seal & Sign. of Vendor			





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## ANNEXURE-II

### DETAIL SCOPE OF WORK / TECHNICAL SPECIFICATIONS OF TRANSPORT VEHICLES: 2 Nos.

Sl. No.	Description	Document furnished (Yes/No)	Page No.	Remarks
1.	<b>Company Qualification and Experience:</b>			
a.	Should have minimum 05 years of experience of delivering such type of Vehicles.			
b.	No of Customers			
c.	Previous Experience of undertaking Project with Govt. will be preferable.			
d.	Bidder should either be OEM or the authorised distributor.			
2.	<b>Obligation by the Organisation:</b>			
a.	Responsibility for Delivering Transport Vehicles for Milk & Milk Products.			
b.	The vehicle will be supplied with Normal Warranty Given by the Manufacturer.			
3.	<b>Technical Details required to be provided: -</b>			
a.	<b>Annual Maintenance Contract:</b> 3/5 years including On Road Service Facility (AMC Cost Must be provided with the offer.)			
b.	Service Schedule of Offered Transport Vehicles			
c.	Service Network			
d.	GVW: 4900 Kg Minimum			
e.	Payload Capacity- 2200 Kgs Minimum			
f.	Chassis Length-10' Feet Minimum			
g.	Deck: High			
h.	Fuel Type: Diesel			
i.	Make: TATA, Ashok Leyland, Eicher & Mahindra			
j.	Offered Model Transport Vehicles Catalogue must be provided with the offer			



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## ANNEXURE-III

### **SELF-DECLARATION ON “NO- BLACKLISTING”**

(To be given on Company's Letterhead)

To,  
The Managing Director  
Jharkhand State Cooperative Milk Producers' Federation Ltd  
Near Farmers Training Centre Campus,  
Sec-II, H.E.C., Dhurwa,  
Ranchi – 834004, Jharkhand

Sir,

In response to the Tender vide Tender Document No. .... dated  
..... for ..... for  
the Jharkhand State Cooperative Milk Producers' Federation Ltd, Ranchi, I /We hereby  
declare that our Company/ Firm (.....) is having  
unblemished record and is not declared ineligible for practicing corrupt & fraudulent  
practices either indefinitely or for a particular period of time by any State/ Central  
Government/ PSU/ Autonomous Body/ Dairy Cooperative.

I/ We further declare that presently our Company/ Firm  
(.....) is not blacklisted/ debarred and not declared  
ineligible for reasons other than corrupt & fraudulent practices by any State/ Central  
Government/ PSU/ Autonomous Body/ Dairy Cooperative, on the date of submission of  
bid.

If this declaration is found to be incorrect then without prejudice to any other action that  
may be taken, my/ our security may be forfeited in full and the tender if any to the extent  
accepted; may be cancelled.

Name of Bidder \_\_\_\_\_

Business Address \_\_\_\_\_

Authorized Signatory \_\_\_\_\_

Place: (Signature with Seal/Stamp of the Firm)

Date:



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## ANNEXURE-IV

### Financial / Price Bid: Supply of Transport Vehicles

Bidder's Ref. No. \_\_\_\_\_

Dt. \_\_\_\_\_

Sl. No.	Particulars	Amount (Rs.)
1)	<b>Supply of Transport Vehicles</b>	
2)	Name of Manufacturer/ Brand offered	
	Name of Model offered	
3)	Req. Qty	02 Nos
a)	Ex-factory price (Rs.)	
b)	<b>Insurance, RTO &amp; other local costs incidental to delivery</b>	
i)	Insurance of the vehicles to be borne by the supplier (12 months).	
ii)	Registration (RTO) of the vehicles to be borne by the supplier (15 years- One time).	
iii)	Road permit of the vehicles to be borne by the supplier (5 Years).	
iv)	Fitness Charges of the vehicle to be borne by supplier (2 Years).	
v)	Road Tax Charges of the vehicle to be borne by supplier (One Year).	
	<b>Total Cost for (b) (i+ii+iii+iv+v)</b>	
c)	After Sales Service/ AMC (3 Years)	
	Optional: - After Sales Service/ AMC (5 Years)	
d)	GST on Vehicle	
e)	GST on Incidental charges/ after sales services/ AMC charges	
f)	TCS %	
4)	Total Per Unit Price [a+b+c+d+e+f] with 3 years AMC	
	Total Per Unit Price [a+b+c+d+e+f] with 5 years AMC	
5)	<b>Total Price for 2 vehicles with 3 years AMC</b>	
	<b>Total Price for 2 vehicles with 5 years AMC</b>	

**Remarks:** The detailed specification of the Transport vehicle including passing weight, chassis weight and all other specification offered should be attached with the quotation.



# THE JHARKHAND STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD.

FTC CAMPUS, SEC-2, DHURWA, RANCHI – 834004  
Ph.: +91-(0651) 2543062, MOB: 7544003404/7544003412,  
Email: [purchase@jmf.coop](mailto:purchase@jmf.coop), Website: [www.jmf.coop](http://www.jmf.coop)



I do hereby submit the quotation for the above item(s) and confirm that the information provided above are true and correct to the best of my knowledge.

Place:			
	Date:	Name of Authorized Person & Designation	Co's Seal & Signature
Comments / Remarks:			

Note: In case of discrepancy between Ex-factory price and Total price, the Ex-factory price shall prevail.

In words \_\_\_\_\_

I / We hereby declare that the information furnished above are true and correct.

We agree to supply the above goods / materials in accordance with the scope and technical specifications mentioned above.

Seal & Signature of Bidder \_\_\_\_\_

Name \_\_\_\_\_

Business Address \_\_\_\_\_

Place:

Date: