

Tender

**SELECTION OF AGENCY FOR "Event Management" of Odisha State
Co-operative Handicrafts Corporation Ltd. (Utkalika), Bhubaneswar.**
Notice No- _____ Date- _____

TENDER SCHEDULE

Last date & time for submission of tender Documents	06.05.2023 3.00 PM
Place of submission of completed tender Documents	Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), D- 2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-751010
Mode of submission	In Sealed cover mentioning the service to provide on the outside cover through Register Post/ Speed Post/by Hand
Place, date & time for opening of Technical Bids	Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), D- 2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-751010 Date- 06.05.2023 Time- 04.30 PM
Place, date & time for opening of Financial Bids of eligible Bidders	Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), D- 2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-751010 Date- 06.05.2023 Time- 04.30 PM
Tender Fee	Rs.1000/-in shape of DD for each Agency in favour of Managing Director Odisha State Co-operative Handicrafts Ltd. (Utkalika) for the services.
EMD	Rs.10,000/- in shape of DD for each Agency in favour of Managing Director, Odisha State Co-operative Handicrafts Ltd. (Utkalika) for the services.
Validity of Contract	One time

1/2


Managing Director
Managing Director
O. S. C. H. C. Ltd.
Bhubaneswar

Odisha State Co-operative Handicrafts Corporation Ltd.(Utkalika) under the Administrative control of Handlooms, Textiles & Handicrafts Dept., Govt. of Odisha invites applications from experienced registered agencies/ Firms & Event Management for celebration of 65th foundation day of Utkalika on dt. 13.05.2023. The details of Tender can be downloaded from our website www.utkalikaodisha.in.

SCOPE OF WORK

1. Designing & Printing of Flex Banners, Booklets, Brochures, Leaflets, Hoardings and Standees etc.
2. Production of Audio-Visual and IEC activities.
3. Designing materials for social media i.e. Facebook, Webpage, Internet.

ELIGIBILITY CRITERIA

- A. Minimum average annual turnover should not be less than 3 Crores for the last 3 financial years.(Certified Copy of Chartered Accountant & Balance sheet to be submitted)
- B. The agency must have experience in handling total publicity activities of an event management for Government, Semi-Government and reputed corporate house in Odisha. (Work order value must not be less than Rs.5.00 lakhs per year for last 3 financial years).
- C. Valid GST Registration Certificate, PAN Card and up to date IT Return copies of 2022-23.
- D. EMD in shape of DD drawn in any National/scheduled Bank in favour of OSCHC Ltd., Bhubaneswar of Rs.10,000/-(Rupees Ten Thousand)only.
- E. Non-refundable offer processing fees of Rs.1000/-(Rupees One Thousand) only in shape of DD drawn in any Nationalized/ scheduled Bank in favour of OSCHC Ltd., Bhubaneswar.

INSTRUCTION TO BIDDERS

1. General Instructions:

- ❖ From the time of Bid advertisement to the time of contract award, if any bidder wishes to contact the client or any designated officer of the client on any matter related to the bid, it should be done so in writing at the address mentioned in Bid Factsheet.
- ❖ Any bid NOT accompanied by an enforceable and compliant bid security (EMD) may be rejected by the MD, OSCHC Ltd. as non-responsive.

2. Clarifications:

- ❖ Bidders requiring any clarification on the TENDER may notify the Authority in writing by post or e-mail to the address in accordance with relevant Clause. They should send in their queries before the date mentioned in the schedule of Bidding Process specified in relevant Clause, the Authority shall endeavour to respond to the queries within the period specified therein. The responses will be sent by post/ by hand. The Authority will forward all the queries and its responses thereto, to all Bidders without identifying the source of queries.
- ❖ The Authority shall endeavour to respond to the questions raised or clarifications sought by the Bidders. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.
- ❖ The Authority may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by the Authority shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by Authority or its employees or representatives shall not in any way or manner be binding on the Authority.
- ❖ Any Cancellation/ Addendum/ Corrigendum thus issued relating to TENDER will be published in the Utkalika Website "www.utkalikaodisha.in."
- ❖ At any time prior to the deadline for submission of Proposals, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the TENDER by the issuance of Addenda.
- ❖ In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the Authority may, at its own discretion, extend the Proposal Due Date, if necessary.
- ❖ At any time prior to the last date of receipt of the bids, MD, OSCHC Ltd. may, for any reason, whether at its own initiative or in response to a clarification raised by a prospective bidder, modify the Bidding Document through a Corrigendum.
- ❖ Any such corrigendum shall become part of this TENDER.
- ❖ In order to provide prospective bidder reasonable time for taking the corrigendum into account, MD, OSCHC Ltd may, at its discretion, extend the last date for the submission of the Bid.
- ❖ MD, OSCHC Ltd. reserves the right to cancel the TENDER or reject all the bid applications without assigning any reasons at any stage of bidding process.

3. Sealing, Marking and Submission of Bids:

- ❖ The Bidder shall provide all the information sought under this TENDER. The Authority will evaluate only those Proposals that are received in the required formats and are complete in all respect.

- ❖ The Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also put his initial in each page, in blue ink. All the alternations, omissions, additions or any other amendments made to the Proposal shall be initialized by the person(s) signing the Bid.
- ❖ The Bidder shall submit the Proposal in the format specified in relevant Clause, and seal it in envelopes.
- ❖ The documents accompanying the Proposal shall be placed in 02 (Two) separate envelopes and marked on the cover as indicated below. The Proposal submission shall include:

Technical Bid Submission

- Format for Technical Proposal Cover Letter (Format 11.1)
- Particulars of the Bidder (Format 11.2)
- CA certified Consolidated Turnover for Last 3 Years (Format 11.3)
- Self- declaration by Bidder for not Being Blacklisted (Format 11.4)
- Experience (Format 11.5)
- Declaration & Letter of Authorization (Format 11.6)
- Financial proposal (Financial Bid) (Format 11.7)
- Presentation in respect of understanding of services, credentials and strategy to handle all the task.

Financial Bid Submission

- Proposal consisting of the Bidders' financial offer for the Project in the format set out in (Format 11.7) of this document.
- The Authority reserves the right to reject any Financial Proposal which is conditional and non- responsive.

Envelopes shall be addressed to:

To

**The Managing Director,
Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika),
D- 2/3 & 4, Industrial Estate, Rasulgarh,
Bhubaneswar-751010**

1. Rights to Accept/Reject any or all Bids:

MD, OSCHC Ltd reserves the right to accept or reject any bid, and to annul the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for MD, OSCHC Ltd action.

2. Language of Bid:

The proposal and all correspondence and documents shall be written in English. In case of accompanying literature or brochures etc., being in a language other than English, a certified translation should accompany the documents as a part of the TENDER. All proposals and accompanying documentation will become the property of MD, OSCHC Ltd

3. Modification and Withdrawal of Bids:

No proposal may be modified / withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the Bidder on the proposal form. In case the Bidder wishes to withdraw the Bid after the date of opening of the bids, the bidder may do so, but the EMD of the Bidder shall be forfeited.

- A Bidder wishing to withdraw its bid shall notify to MD, OSCHC Ltd by e-mail prior to the deadline prescribed for bid submission. A withdrawal notice may also be sent by electronic means such as e-mail, but it must be followed by a signed confirmation copy, postmarked no later than the deadline for submission of bids.
- No bid should be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period specified in the Bid Data Sheet. Withdrawal of a bid during this interval may result in the forfeiture of the Bidder's EMD.

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4. Bidder Qualification:

- The Bidder may nominate a duly Authorized Representative and shall submit a Certificate of authority. All Certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative.
- The authorization shall be indicated by written Power of Attorney (as per Agency's format) accompanying the Qualification Bid.

Agencies shall furnish information on commission and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Agency is awarded contract.

5. Only one Proposal:

An Agency may only submit one proposal. If any Agency submits or participates in more than one proposal, all such proposal shall be disqualified.

6. Competent Authority:

The Managing Director, Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika) shall be the competent authority for this project. The powers of the Competent Authority will be as under:

- May amend TENDER documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
- Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the Agency.
- At discretion during evaluation of bids, request an Agency for clarification on its proposal. This request will be in writing and the Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.
- The competent authority reserves the right to accept or reject any / all proposal partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.
- Any dispute in this regard shall be subject to Bhubaneswar jurisdiction only.

QUALIFICATION AND EVALUATION METHODOLOGY

Pre Qualification Criteria

S. No.	Basic Requirement	Specific Requirement	Document Required
1	Legal Entity	The Agency should have full accreditation of Indian Newspaper Society(INS)	<ul style="list-style-type: none">• Certificate of Incorporation• Registration Certificate• PAN No.• TAN
2	Relevant Experience	The Agency must have minimum 5 years' experience in the relevant field	<ul style="list-style-type: none">• Details of relevant experience• Work order from Supporting Agency
3	Financial Capacity	The agency should have an minimum annual turnover of at least Rs.3 Crore for last three F.Y.s (2019- 20 & 2020-21 & 2021-22) and must have filed the ITR.	Last three F.Y.'s Audited Financial Statement duly signed by a Chartered Accountant ITR for the F.Y. 2019-20, 2020-21 & 2021-22 is Required.
4	Consortium	No consortium/ Joint Venture / Associations or Subcontracting / Sub - letting shall be allowed for this project	Declaration of submitting as independent Agency from the Authorized Signatory.
5	Blacklist	The Agency should not have been blacklisted by any Central/ State Government or Public Sector Undertakings.	Affidavit by the Authorized Signatory stating not blacklisted.
6	Authorized Representative	A power of Authority/ Board Resolution in the name of the person signing the Proposal	Original Power of Attorney or Board Resolution Copy

7	Bid Cost	The Agency must furnish a Bid Cost of Rs 1,000 (Rupees One Thousand Only) in the form of Demand Draft in favour of Managing Director Odisha State Co-operative Handicrafts Corporation Ltd. drawn on any nationalized bank at Bhubaneswar	Original Demand Draft
8	Earnest Money Deposit (EMD)	The Agency must submit an EMD of Rs.10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft in favour of Managing Director Odisha State Co-operative Handicrafts Corporation Ltd. Bhubaneswar, drawn on any nationalized bank at Bhubaneswar.	Original Demand Draft
9	Service Tax (GST)	Must be Registered under GSTN	Attach Regd. Certificate and GST No.

NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, if and when required.

Technical Evaluation Criteria:

Proposals of only those Applicants who satisfy the Pre-Qualification Criteria will be considered for detailed technical evaluation. In the first stage, the technical capability of the applicant will be evaluated and short listed for consideration of their presentation.

The scoring criteria to be used for evaluation shall be as follows:

The aforesaid applicants, subject to detailed evaluation as per the scoring criteria given in the table below will be shortlisted and considered for evaluation of their financial proposal.

Sl. No.	Evaluation Criteria	Supporting Form	Max. Marks
1.1	Empanelled for Event Management for nos. of departments/ Corporations/ Govt. Agency facilitate No. of Department facilitate = 05 marks, maximum 20 marks		20

1.2	Minimum 5 years of experience		20
1.3	Experience of working with the Government Sector		10
1.4	Average annual turnover of above Rs.3 Crore in last 3 financial years i.e., 2019-20, 2020-21 & 2021-22 3 Crore - 5 Crores = 10 Marks Above 5 Crores = 15 Marks		15
1.5	Technical presentation before Evaluation Committee		35
Total			100

1. To qualify the technical evaluation stage, the bidder must score a minimum of 60 marks. Manager, OSCHC Ltd. will open the Financial Bids of those Bidders who will achieve minimum score of 60 marks in technical evaluation
2. Documentary evidence (Citation, copy of completion / on-going client certificate and work order / Contract) is required for all project experience.
3. In case project is on-going projects, a certificate to that effect should be furnished from the competent authority supported with Work Orders/ LoA.
4. Manager, OSCHC Ltd. (or Committee Members) reserves the right to check/validate the authenticity of the information provided by the Bidder for Technical Evaluation criteria and the requisite support must be provided by the Bidder.

Financial Bid Format Instructions

General Instruction

- a. Financial Bid needs to be submitted offline (separate envelope) as per the instructions given in the TENDER in the format prescribed in this section.
- b. Bidder should provide all prices as per the prescribed format under this Section.
- c. All the prices are to be entered in Indian Rupees (INR) only
- d. Prices indicated in the schedules shall be inclusive of all taxes, Levies, duties, Transportation including GST prices. The prices should also specify Five-year support cost as per provided formats.
- e. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever asked for.
- f. MD, OSCHC Ltd. reserves the right to ask the Agency to submit proof of payment against any of the taxes, duties, levies indicated.
- g. The Unit Rate as mentioned in the following formats may be used for the purpose of 'Change Order' for respective items, if any. However, based on the

- market trends, MD, OSCHC Ltd retains the right to negotiate this rate for future requirement
- h. The successful bidder shall not object to the upward or downward variation in quantities of any item within the variation limits.
 - i. Payment for additional quantities within the variation limit shall be made at tender rates and the tender rates shall be valid for entire duration of the contract.
 - j. No claim shall be entertained or become payable for price variation of additional quantities
 - k. Bidder shall be bound to give same or more % of discount on the list price of the OEMs on the future purchases (additional purchases within the contract period) by MD, OSCHC Ltd. Bidder shall ensure that the future products supplied are of latest specifications as per the OEM roadmap.
 - l. For the purpose of evaluation of Financial Bids, MD, OSCHC Ltd. shall make appropriate assumptions to arrive at a common Bid price for all the bidders. This however shall have no co-relation with the Contract value or actual payment to be made to the Bidder.
 - m. MD, OSCHC Ltd. also intends to utilize various rates obtained through this tender for requirements across various departments. Bidders are requested to factor this larger demand and give the best possible rate to MD, OSCHC Ltd.
 - n. Agency should refer to the Tender for details on the technical/functional requirements of the system and the benchmark specifications for the items mentioned in the Financial Formats.
 - o. Line items mentioned in the Financial Formats are for representation purpose and Agency may propose alternate technology / solution (with proper justification). Bidders are required to suitably add line items / merge the cost components depending upon their proposed solution.
 - p. No escalations of prices will be considered under any circumstances.

Format for Financial Bid

The Bidder must submit the Financial Bid as per Format below in separate envelope.

Section- 11: Technical Bid Format Instructions

Instructions on Preparation of the Technical Proposal

- I. Bidders have to submit a very structured and organized technical bid, which will be analysed by the Technical Evaluation Committee for different compliances with regards to the requirements of the project. The document submitted must be searchable and well indexed without any handwritten material. Since the cut-off marks for Technical bid Score is 60, the quality and completeness of the information submitted by the Bidder will matter a lot. All the documents must be submitted in one file only.
- II. Bidder is expected to divide its Bid in following sections / documents:

a. Bidder's Competence to execute the project

- This document should bring about the capability of the firm to execute this project. Some of the required documents are as follows:
- Experience in Similar projects.

Bidding Format Check-list

SI. No	Documents required	Submitted (Y / N)	(Page No.)
1	11.1 Format for Technical proposal Cover letter		
2	11.2 Format for Particulars of the Bidder		
3	11.3 Bidders Average Turnover for last 3 Financial Years		
4	11.4 Self Declaration of Non-Blacklisted		
5	11.5 Experience in Relevant Field		
6	11.6 Declaration & authorization letter		
7	11.7 Financial Bid		

11.1: Format for Technical Proposal Cover Letter

Date: DD/MM/YYYY

To

The Managing Director,
Odisha State Co-operatives Handicrafts Corporation Ltd.,
D-2/3 & 4, Industrial Estate, Rasulgarh,
Bhubaneswar-751010

Sub: Submission of Technical Compliance Proposal

Ref: Selection of an agency for Event Management.

Sir/ Madam

Having examined the Tender documents , the receipt of which is hereby duly acknowledged, we, the undersigned, offer to product and services as required and outlined in the Tender document. We attach here to our responses to Technical Compliance Criteria.

We confirm that the information contained in these responses or any part thereof, including the exhibits, other documents and the information's submitted to MD, OSCHC Ltd. is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the process, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the Tender document and also agree to abide by this till the selection process and thereafter.

We hereby declare that in case we are chosen as successful bidder, we shall submit the PSD as prescribed in the Tender document. We do hereby undertake, that until a contract is prepared and executed, this bid together with your written acceptance thereof, the Tender documents and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

We agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the Tender document response with or without assigning any reason whatsoever.

It is hereby confirmed that I am entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.

11.2 Format for Particulars of the Bidder

Details of the Bidder (Company)		
A	Name of the Bidder	
B	Address of the Bidder	
C	Year of Incorporation	
D	Registration Number & Registration Authority	
E	Legal Status (Public/Private)	
F	Name & Designation of the Authorized person to whom all references shall be made regarding this RFP	
G	Telephone No. (with STD Code)	
H	E-Mail of the Contact person:	
I	Website	
K	Financial Detail (Organization's turnover of last three financial years)	FY 19-20:
		FY 20-21:
		FY 21-22:
L	GSTIN Number	
M	PAN	
N	EMD Details	

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

11.3 Bidders Average Turnover for last 3 financial years

Date: DD/MM/YYYY

The Average Annual Turnover statement of <name of the organization>, at..... <address of the organization >, for the last three financial year are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in lakhs (₹)
1	2019-20	
2	2020-21	
3	2021-22	
	Average annual turnover statement	

Date:

Signature of Chartered Accountants

Place:

Seal:

Membership

No:

11.4 Format for Self-declaration by Bidder for not being blacklisted

[ON BIDDERS LETTERHEAD]

To

MD, OSCHC Ltd.,

Bhubaneswar

Sub: Declaration of no valid ineligibility for corrupt or fraudulent practices or blacklisted by Government (Central or State)/Semi-Govt. or PSU as on 31.03.2023.

Ref: Selection of an agency for Event Management.

Sir/ Madam,

In response to the above-mentioned reference I, _____, as _____
<Designation> _____ of M/s _____, hereby declare that our Company / Firm
_____ has not been declared blacklisted or ineligible to participate for bidding by any
State/Central Govt., Semi-Govt. or PSU in last _____ years from the date of submission of bid.

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

11.4 Format for Self-declaration by Bidder for not being blacklisted

[ON BIDDERS LETTERHEAD]

To

MD, OSCHC Ltd.,

Bhubaneswar

Sub: Declaration of no valid ineligibility for corrupt or fraudulent practices or blacklisted by Government (Central or State)/Semi-Govt. or PSU as on 31.03.2023.

Ref: Selection of an agency for Event Management.

Sir/ Madam,

In response to the above-mentioned reference I, _____, as _____
<Designation> _____ of M/s _____, hereby declare that our Company / Firm
_____ has not been declared blacklisted or ineligible to participate for bidding by any
State/Central Govt., Semi-Govt. or PSU in last _____ years from the date of submission of bid.

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

11.5 Experience in Event Management

Sl. No.	Name of Project	Year of Project	Page Number
1			
2			
3			
4			

Detailed Project Experience

Project Information	
Name of the project	
Client Name	
Name and contact details of the client	
Description of the project	
Scope of services	
Start date	
Completion date	
Duration of the project	
Other Relevant Information (if any)	

Please check (√) on the supporting documents enclosed:

- Work Order received from Client
- Agreement signed between Bidder and Client
- Client Certificate/ others (if any)

11.6 Declaration & Authorization Letter
(ON BIDDER'S LETTER HEAD)

(REF No: _____ / Dated: _____)

1. I, _____ (Name of the authorized person) hereby declare that all the information provided in this bid form / proposal are true to the best of my knowledge and that we shall be bound by the acts of duly constituted attorney.
2. I also hereby declare that all matters related to MD,OSCHC LTD.(Utkalika) Bhubaneswar , shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent authority.
3. Mr/Ms./Smt. _____, whose signatures are appearing below, is /are the authorized representative of the firm.
4. I/We also undertake the responsibility to communicate changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
5. I/we have read and understood all the Terms and Conditions of MD,OSCHC LTD.(Utkalika) Bhubaneswar as mentioned in this document and consciously agree to abide by them.

Signature of Authorized Person: _____

Place: _____

Signature of Authorized Representative: _____

Date (with Firm's Seal): _____

11.7 FORMAT FOR FINANCIAL BID**Selection of an agency for Event Management****Specification work for foundation celebration**

SI No.	Item	Specification	Unit	Approx Rate
1	Stage (30' X 20')	As per approved design	1	
2	LED Screen (20' x 8')		1	
3	Sitting Arrangement	Chair-300, Sofa-20, Cushion Chair-30	370	
4	Carpeting	Green & Red 6000 sq. ft.		
5	Flower Decoration	Gate-2 nos., Stage, Entrance, Stairs, Wall, passage, Bouquet	1	
6	Sound	2 Speakers, 8 Sperk Light, Amply, Channel, Mixture, 2 Mic	1	
7	Building Light	Rice Full Building/ with Palco		
8	Gen Set Power Connection	62KVAGen Set with Fuel for per hours	1	
9	Anchor	Female	1	
10	Service Boy	Host with Service Boy	1	
11	Photographer	To cover up the event video & Still	1	
12	Decoration Gate	Box Gate 20x 3 x 4, Pillar 10 X 3 X 4X 2 with flex Mounting	2	
13	Wall	2000 Sq. ft. with flex iron frame mounting	2000 sq. ft.	
14	Transportation	Event Material (If necessary)	1	
15	Making of Film of Utkalika	Duration 5 mins including bites	1	
16	Food for arrivals	Around 370 persons Tiffin (3 category) 200/100/50 with stickering	370	
17	Stage Light (If require)	Lighting in stage		

Signature of the Bidder/**Authorized****Representative Name:****Seal: Date:**