



CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur,
P.S- Tekari, District- Gaya (Bihar) PIN- 824 236

Subject: Supply of Printed Answer Sheets

Central University of South Bihar Gaya invites proposals for Gaya Campus for **Supply of Printed Answer Sheets** as per details mentioned below (**Annexure-A**) from the reputed shops/ establishments. You are requested to kindly send the quotations/ proposals latest by **02/02/2024 till 4:00 PM** to the below mentioned address **by registered post / speed post /in drop box (Tender Box):**

To,

**The Registrar (Tender Document)
Central University of South Bihar
SH-7, Gaya- Panchanpur Road,
Village- Karhara, Post- Fatehpur,
P.S- Tekari, District- Gaya (Bihar)
PIN- 824 236**

Email- registrar@cub.ac.in

Website- www.cusb.ac.in

Contact – 0631-2229519

CPP Portal web site:

www.eprocure.gov.in/epublish/app/epublish/app



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Index for Tender Form

S.N.	Details	:	Deadline
1.	Tender Notice No.	:	CUSB/PSD/ACAD/T/15/2023-24, Date: 12/01/2024
2.	Name of work	:	Supply of Printed Answer Sheets
3.	Tender Fee	:	Rs. 500/- in shape of DD
4.	Earnest Money Deposit	:	Rs. 25,000/- in shape of DD in favour of Central University of South Bihar payable at GAYA.
5.	Start of submission of Bids	:	12/01/2024
6.	Last date and time for receipt of Bids	:	02/02/2024 by 4:00 PM
7.	Place of opening of Bids	:	CUSB Panchanpur, Gaya

Note:

1. Eligibility Criteria:

Physical : Copy of at least two (02) similar Work Orders (printing of materials) each of value not less than 40% of quoted value in last 03 (Three) years.

Financial : The prospective firm must have an average annual Turn-over of Rs. Two Crore in last two (02) financial years and proof of copy duly signed/sealed by CA must be provided with the tender document.

- Prospective bidder having any kind of legal cases/judicial litigation in past or present, shall not be eligible to take participation in the bid. If found so at any stage of tendering process, the bid of such firm shall be rejected. An undertaking in this regard must be submitted by the bidder(s).
- Tender documents will be on **single-bid system** and must be accompanied by the Bid Security Fee/Earnest Money Deposit (Refundable). The Earnest Money Deposit is to be paid in the form of Bank Draft in favour of the Central University of South Bihar payable at Gaya. **Technical Compliance Sheet** as in **Annexure-‘A’** must be submitted. **Checklist** must be complied.
- Price Bid:** The bidder has to quote the rate in ‘**Financial Bid Proforma**’ as the item list given in **Annexure-B**. The rate quoted should be inclusive of all taxes, freight charges, etc. in figure as well as in words for total amount. The University reserves the right to cancel the tender, if any false information is furnished.
- Prospective bidder(s) may visit the University Store before filling the Tender Document, if there any query.
- Successful bidder, if awarded to supply the material and order issued, must approve the sample/draft copy by the University officials before final printing/binding/supply.



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NIT BID

Sl. No	Description of Goods	Estimated Cost (Rs.)	Earnest Money to be Deposited	Last date & time of submission of Tender document	Time & date of opening of Tender	Time allowed for completion of delivery and installation
1.	Supply of Printed Answer Sheet at Central University of South Bihar, Gaya.	55 Lakh	Rs. 25,000/-	02/02/2024 by 4:00 PM	Shall be intimated on University website.	60 days after issue of Purchase Order/Work Order

Terms & Conditions:

1. Bid/ Quotation will be sent by courier/ registered post/ speed post/ by hand (to be submitted in Tender Box) and will not be accepted after last date of submission.
2. The relevant papers in regards to eligibility criteria along with Tender Fee / EMD should be in sealed envelope. Bidders should clearly mentioned NIT reference on envelop **CUSB/PSD/ACAD/T/15/2023-24, Dated: 12/01/2024. EMD should be in favour of "Central University of South Bihar" Payable at Gaya.**
3. The rate offered should be quoted **F.O.R CUSB Gaya Campus.**
4. In case of Ex-Godown terms the amount of packaging forwarding freight etc. should clearly be mentioned by percentage or lump sum amount. Current rate of tax as and other statutory levels must be mentioned.
5. The firms are requested to give detailed description and specification together with detailed drawings and printed leaflets and literature of the articles quoted.
6. Quotation should have validity of at least 90 days from the date of opening.
7. The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.
8. Delivery period for supply of material within 60 days, F.O.R. CUSB Gaya from the date of issuance of Purchase Order.



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9. EMD shall be refunded only after successful completion of work.
10. The penalty @ 1% per week subject to a maximum of 10% of the delivery price will be deducted from the balance payment if supply is not completed within stipulated period.
11. Our standard payment terms & condition is 100% against delivery and successful satisfactory report by user Department/Section.
EMD of unsuccessful bidders shall be refunded once order is placed but the same of Successful bidder shall be refunded after completion of one year period.
12. Unless otherwise stated delivery of goods at **CUSB Gaya Campus** as per conditions as specified in Purchase Order.
13. Copies of GST registration certificate of the firm, with the TIN number clearly indicated therein will have to accompany the quotation to be submitted.
14. The bid documents are not transferrable and the seal and signature of the authorised official of firms must appear on all the papers and envelopes submitted.
15. The quotation should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
16. The quotations are liable to be rejected if the fore going conditions are not complied with.
17. Printed conditions of the firm, if any, will not be binding on us.
18. Late and delayed tender will not be considered.
19. All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Gaya, India only.
20. CUSB reserves the right to cancel the tender at any stage.
21. Compliance sheet about the specification asked must be enclosed with the proposal.
22. The bidders to submit the signed copy of tender document with the proposal.



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CHECKLIST

We hereby declare that the following requirements have been fulfilled by us –

Sl. No.	Particulars	Yes/No
1	Tender Fee Rs. 500/- in form of Demand Draft in favour of “Central University of South Bihar”, Payable at Gaya.	
2	Earnest Money Deposit (EMD) of Rs. 25000/- in form of Demand Draft in favour of “Central University of South Bihar”, Payable at Gaya.	
3	Copy of PAN Card	
4	Copy of GST No.	
5	Copy of ITR of the last two years.	
6	Documentary evidence for the turnover must be attached as mentioned in the Financial Eligibility Criteria	
7	Copy of Work Order of related work experience be attached as mentioned in the Physical Eligibility Criteria	
8	Certificate/undertaking related to compliance of work as per specifications for each material.	
9	Duly filled in ‘PRICE BID PROFORMA’	
10	<i>Undertaking of Non-Blacklisting Certificate</i>	
11	<i>Undertaking of Non-litigation Certificate</i>	
12	Every page of the tender documents and the enclosed copies of the certificates must be signed with seal.	



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TECHNICAL BID PROFORMA

NIT No. :	CUSB/PSD/ACAD/T/15/2023-24 Dated: 12/01/2024		
<u>Sub.: Supply of Printed Answer Sheets</u>			
1.	Name of the Organization/Firm		
2.	Head Office / Registered Office		
	Telephone No/mobile No.		
	Fax No.		
	Email		
	Web site (if any)		
	Date of Establishment		
	Branch Office in Gaya , if any		
	(Provide Complete Address)		
	Telephone No.		
	Fax No./Email		
3.	Name of Chief Executive/ Proprietor / Partners with Designation		
	Telephone No./Mobile No.		
	Fax No./ Email		
4.	Name of Contact Person		
	Telephone No./Mobile No		
	Fax No./Email		
5.	Type of Organization	Certified Documents to be enclosed	
a.	Proprietary		Trade License
b.	Partnership		Partnership Deed, Trade License
c.	Private Limited Company		Memorandum of Article
d.	Public Limited Company		Certificate of Registration
e.	Public Sector		Trade License



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6.	Nature of Business (tick the relevant)				
Manufacturing		Service		Dealership	
Stockiest		Indian Agent		Indian Branch Office	
Others Pl. Specify					
7.	Class / Type of Product / Materials Manufactured / Sold / Serviced/ Fabricated				
Scientific Equipment		Electronics		Lab Consumables & Chemicals	
Electrical Items		Computer Peripherals		Computers	
Laboratory Equipments		Office Automation Product		Electrical Works	
Sport Materials		Water Coolers		Air-conditioners	
AV Equipments		Boards		Other, please specify.....	
Audited Annual Turnover during last 3 years (Rs. In Lakhs) (enclose Chartered Accountant's certification & Income Tax Return Copy)					
Year		Rupees (in Lakhs)		Annexure (Number)	
2022-23					
2021-22					
2020-21					

8.	Commercial Information (enclose Attested Copy wherever Applicable)		
S. No.	Information	Details	Annexure (Number)
a.	GST Registration Number		
b.	Excise Registration Number Trade / Factory License Number		
c.	PAN No.		
d.	Details of Registration Certificate with DGS&D/NCCF		
e.	SSI/NSIC/MSME Certificate		
f.	Current dealership agreement with Principal Letter No. / Date / Valid upto		
g.	Relevant IISI/ SO Certificate, if any		



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h.	<u>Bank Details :</u> Account No.					
i.	Name of Bank & Branch					
j.	IFSC Code					
k.	Details of Tender Fee	Amount:	DD No. & Date	Name of the issuing Bank & Branch		
l.	Details of EMD	Amount:	DD No. & Date	Name of the issuing Bank & Branch		
m.	Details of Previous Supply in Govt. Organisations/ Govt. Educational Institutions	Name of the organization	Item Supplied / Qty.	Total Value (Rs in lakhs)		
9.	MSME Entrepreneur	Comment				
9.1.	Is the bidder MSME Entrepreneur	Y/N				
9.2.	If yes, the category (GEN/OBC/SC/ST/Women)	GEN	OBC	SC	ST	WOMEN
I/ We hereby give an undertaking that the information provided are true to the best of my knowledge and belief. If anything found to be false at any stage my tender will be liable to be rejected and EMD amount will be forfeited.						
Signature of authorized representative:						
Date:.....						
10.	Note					
10.1.	Separate information sheet may be provided for item (s) in case space provided is not adequate.					
10.2.	Undertaking regarding Non-blacklisting and Non-litigation must be submitted.					

Sd/-
Registrar



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Annexure –‘A’

Specifications-cum-Compliance Sheet

Sl. No.	Item Description	Quantity	Specification	Compliance (Yes/No)
1.	End-Term Answer Sheets/Books	223600	Containing 32 pages made of “ 70 GSM Maplitho Printing Paper ” manufactured by reputed paper mills” with thread stitching (on the left side of short edge), proper stapling and Serial numbering. The first page containing the columns for student and examination particulars and table for markings and the overleaf containing instructions to candidates in English and Hindi shall be black in colour. It shall contain 20 lines in blue on each page of 30 inner pages with red doubled-lined left margin. The entire book shall be punched with perforated letters ‘CUSB’ Size (in Cm) – 22.0 cms x 28.4 cms. Water mark logo CUSB on each paper.	
2.	Mid-Term Answer Sheets/Books	648000	Containing 08 pages of 70 GSM Maplitho Printing Paper manufactured by reputed paper mills” with thread stitching (on the left side of short edge), proper stapling and serial numbering. The first page containing the columns for student and examination particulars and table for makings and the overleaf containing instructions to candidates in English and Hindi shall be black in colour. It shall contain 20 lines in blue on each page of 06 inner pages with red double-lined left margin. The entire book shall be punched with perforated letters “CUSB”. Size (in Cm) 22.0 Cms x 28.4 Cms. Water mark logo CUSB on each paper.	
3.	Class Test / Supplementary Answer Sheets/ Books	223600	Containing 04 pages made of 70 GSM Maplitho Printing Paper ’ manufactured by reputed paper mills” with thread stitching (on the left side of short edge), proper stapling and serial numbering the first page containing the columns for student and examination particulars and	



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			table for markings and the overleaf containing instructions to candidates in English and Hindi shall be black in colour. It shall contain 20 lines in blue on each of all the 03 pages with red double-lined left margin. The entire book shall be punched with perforated letters "CUSB". Size (in Cm) 22.0 Cms. X 28.4 Cms. Water mark logo CUSB on each paper.	
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If any query regarding specification/quality of the items and printing materials, Bidders may visit the University Store Section for clarification before filling the tender.




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Sample copy for Item SI.No. 01.

(Cover)



दक्षिण बिहार केन्द्रीय विश्वविद्यालय
(संघ के अधिनियम द्वारा स्थापित)

CENTRAL UNIVERSITY OF SOUTH BIHAR
(Established by an Act of Parliament)

पंजीयन सत्र / Enrolled in Session : _____

प्रश्नक विवरण परीक्षक द्वारा भरा जाये / Details of Marks to be filled in by the Examiner only

SI. No. 085999

End-Term Answer Book

प्रश्न संख्या Q. No.	खण्ड Section															योग (Total)
	१	२	३	४	५	६	७	८	९	१०	११	१२	१३	१४	१५	
क (A)																
ख (B)																
ग (C)																
घ (D)																
योग (Total)																

परीक्षक निपटक के हस्ताक्षर की मुद्रा
Signature Stamp of
Controller of Examinations

एक पुस्तिकाओं की संख्या (परीक्षक द्वारा लिखें)
Number of Supplementary Answer
books used
(To be stated by the candidate)

परीक्षक का हस्ताक्षर / Signature of the Examiner

खाना द्वारा भरा जाये / To be filled up by the student

<p>दिनांक की मुद्रा Date Stamp (By Office)</p>	<p>खाना का नाम — Name of the Student</p>	<p>विश्वविद्यालय पंजीयन (नमस्ते) संख्या University Enrollment No.-</p>	<p>परीक्षक के हस्ताक्षर Initials of the Invigilator</p>
	<p>परीक्षा कार्यक्रम — Programme of Studies</p>	<p>सेमेस्टर — Semester</p>	
	<p>कोर्स का शीर्षक एवं कोड संख्या — Title and Code of the Course</p>		
	<p>परीक्षा का दिनांक — Date of Examination</p>	<p>खाना का हस्ताक्षर — Signature of the Student</p>	

N.B. — Students have to abide by the Instructions printed overleaf.

टिप्पणी : परीक्षक की ओर से लिखें निर्देशों का पालन करें।

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Instructions to Candidate

1. This answer-booklet contains thirty two (32) pages. Before writing, count the pages of answer book. If count is less, immediately get the answer-book replaced from the invigilator.
2. Do not make any special sign or mark in or outside the main or supplementary answer-book, graph-paper, map etc.
3. Write on each ruled line on both sides and do not waste pages unnecessarily. Any rough drafting, calculation etc, if made, should be crossed out. These shall not be read by the examiner.
4. Do not tear out or fold the pages of the answer-book and do not leave any page blank unnecessarily. No supplementary answer-book(s) should be asked for unless this answer-book/the previous supplementary answer-book is finished.
5. Number your answers according to the their numbers in the question paper.
6. Securely tag your supplementary answer-book(s)/graph-paper(s)/map(s), if any used, with the main answer-book.
7. Strike off the blank pages in the answer-book, if any, before submitting the answer-book to the invigilator.
8. No answer-book or page of any kind is to be taken out from the examination hall except the question-paper.
9. Do not leave the examination hall without handing over the answer-book to the invigilator/in-charge even if no answer has been attempted.

परीक्षार्थियों के लिए निर्देश

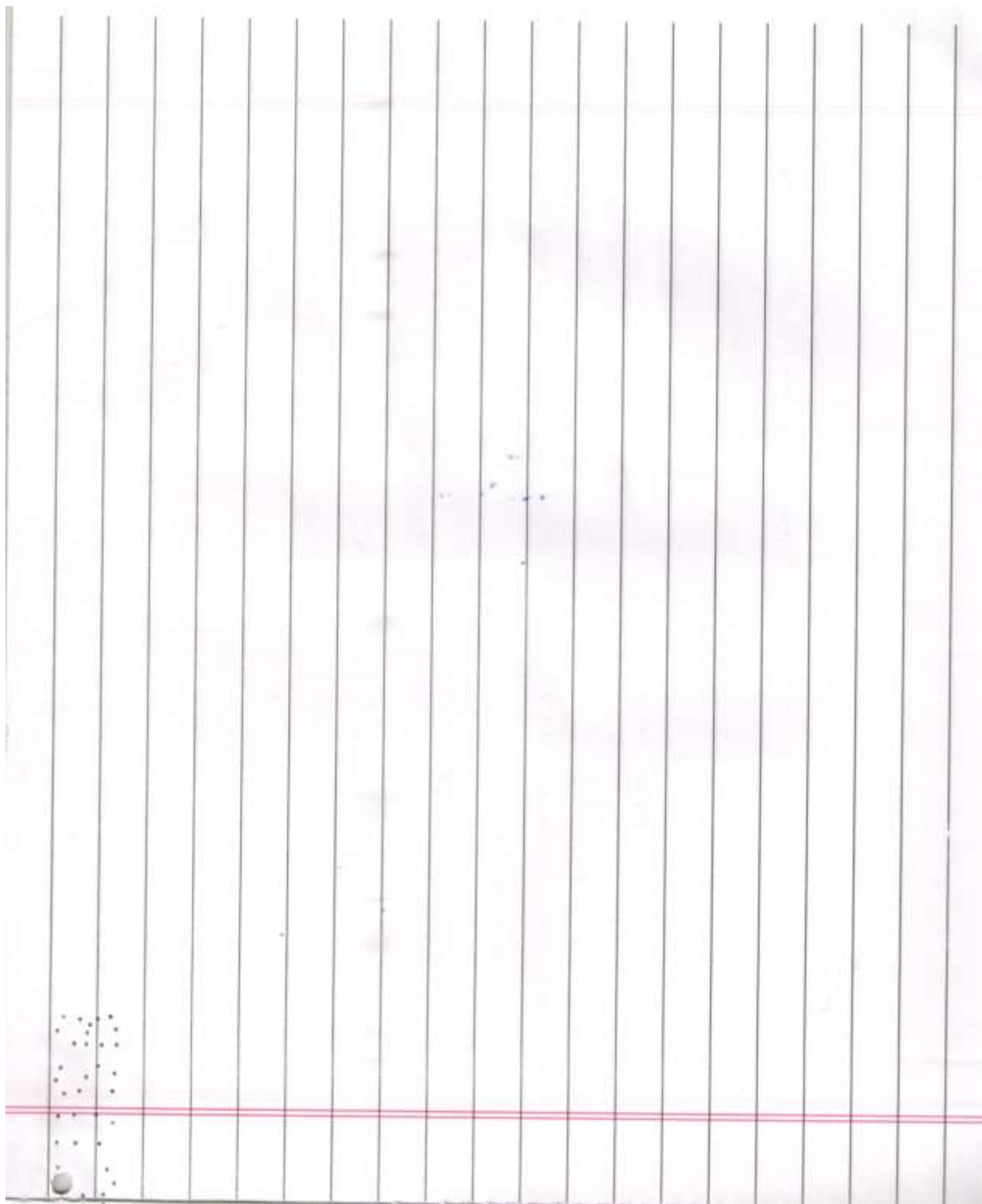
1. इस उत्तर-पुस्तिका में बत्तीस (32) पृष्ठ हैं। लिखने से पूर्व पृष्ठों की संख्या गिनकर देख लें। यदि गणना कम है तो उत्तर-पुस्तिका को तत्काल निरीक्षक से बदलवा लें।
2. उत्तर-पुस्तिका या अतिरिक्त उत्तर-पुस्तिका, ग्राफ-पेपर, नक्शे आदि के ऊपर किसी भी स्थान पर कोई विशेष चिह्न न लगायें।
3. उत्तर-पुस्तिका के प्रत्येक पृष्ठ के दोनों ओर लिखें और आवश्यक कोई भी पृष्ठ बाँट न करें। यदि कोई रफ कार्य, गणना इत्यादि की गयी है तो उसे काट दें। ये परीक्षक द्वारा नहीं पढ़े जायेंगे।
4. उत्तर-पुस्तिका का कोई भी पृष्ठ फाड़ना या मोड़ना मना है तथा दो प्रश्नों के उत्तर के बीच में कोई भी पृष्ठ अनवश्यक खाली न छोड़ें। मुख्य या पूर्व प्रस्त उत्तर-पुस्तिका खतम हुए बिना कोई अतिरिक्त उत्तर-पुस्तिका की माँग न करें।
5. अपने उत्तरों की क्रम संख्या प्रश्न पत्र में दिए गए प्रश्नों के अनुसार ही रखें।
6. यदि आपने अतिरिक्त उत्तर-पुस्तिका/ग्राफ-पेपर/नक्शा आदि लिखा है तो उसे मुख्य उत्तर-पुस्तिका के साथ अच्छी तरह नक्की कर दें।
7. परीक्षक को उत्तर-पुस्तिका जमा करने से पूर्व सभी रिक्त पृष्ठों को काट दें।
8. प्रश्न-पत्र के अतिरिक्त कोई भी उत्तर-पुस्तिका या पृष्ठ परीक्षा भवन से बाहर नहीं ले जाना है।
9. यदि आपने किसी भी प्रश्न का उत्तर नहीं लिखा है तो भी उत्तर-पुस्तिका को जमा किए बिना परीक्षा भवन से बाहर न जायें।

(Inner page)



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Sample copy for Item Sl.No. 02.



दक्षिण बिहार केन्द्रीय विश्वविद्यालय
(संसद के अधिनियम द्वारा स्थापित)

CENTRAL UNIVERSITY OF SOUTH BIHAR
(Established by an Act of Parliament)

Mid-Term Answer Book

Sl. No. **45703**

पंजीयन सत्र / Enrolled in Session :

*आपूर्तिक विवरण परीक्षक द्वारा भरा जाये / Details of Marks to be filled in by the Examiner Only

प्रश्न संख्या Q. No.	खण्ड Section	१	२	३	४	५	६	७	८	९	१०	योग (Total)
		क (a)	ख (b)	ग (c)	घ (d)	ङ (e)	योग (Total)					
परीक्षा नियंत्रक के हस्ताक्षर की मुद्रा Signature Stamp of Controller of Examinations												
पूरक पुस्तिकाओं की संख्या (परिक्षार्थी लिखें) Number of Supplementary Answer books used (To be stated by the candidate)												

दिनांक
Date

छात्र का नाम—
Name of the Student

शैक्षिक कार्यक्रम—
Programme of Studies

कोर्स का शीर्षक एवं कोड संख्या—
Title and Code of the Course—

परीक्षा का दिनांक—
Date of Examination—

परीक्षक का हस्ताक्षर (Signature of the Examiner)

छात्र द्वारा भरा जाये / To be filled up by the student

विश्वविद्यालय पंजीयन (नमंकन) संख्या
University Enrollment No.-

सेमेस्टर—
Semester

छात्र का हस्ताक्षर—
Signature of the Student—

परीक्षक के हस्ताक्षर
Initials of the Investigator

(Front Page)



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परीक्षार्थियों के लिए निर्देश

1. इस उत्तर-पुस्तिका आठ (08) पृष्ठ हैं। लिखने से पूर्व पृष्ठों की संख्या गिनकर देख लें। यदि गणना कम है तो उत्तर-पुस्तिका को तत्काल निरीक्षक से बदलवा लें।
2. उत्तर-पुस्तिका या अतिरिक्त उत्तर-पुस्तिका, ग्राफ-पेपर, नक्शे आदि के ऊपर किसी भी स्थान पर कोई विशेष चिह्न न लगायें।
3. उत्तर-पुस्तिका के प्रत्येक पृष्ठ के दोनों ओर लिखें और अनावश्यक कोई भी पृष्ठ बर्बाद ना करें। यदि कोई रफ कार्य, गणना इत्यादि की गयी है तो उसे काट दें। ये परीक्षक द्वारा नहीं पढ़े जायेंगे।
4. उत्तर-पुस्तिका का कोई भी पृष्ठ फाड़ना या मोड़ना मना है तथा दो प्रश्नों के उत्तर के बीच में कोई भी पृष्ठ अनावश्यक खाली ना छोड़ें। मुख्य या पूर्व प्रदत्त उत्तर-पुस्तिका खत्म हुए बिना कोई अतिरिक्त उत्तर-पुस्तिका की मांग ना करें।
5. अपने उत्तरों की क्रम संख्या प्रश्न पत्र में दिए गए प्रश्नों के तदनुसार ही रखें।
6. यदि आपने अतिरिक्त उत्तर-पुस्तिका/ग्राफ-पेपर/नक्शा आदि लिया है तो उसे मुख्य उत्तर-पुस्तिका के साथ अच्छी तरह नक्की कर दें।
7. परीक्षक को उत्तर-पुस्तिका जमा करने से पूर्व सभी रिक्त पृष्ठों को काट दें।
8. प्रश्न-पत्र के अतिरिक्त कोई भी उत्तर-पुस्तिका या पृष्ठ परीक्षा भवन से बाहर नहीं ले जाना है।
9. यदि आपने किसी भी प्रश्न का उत्तर नहीं लिखा है तो भी उत्तर-पुस्तिका को जमा किए बिना परीक्षा भवन से बाहर ना जायें।

Instructions to Candidate

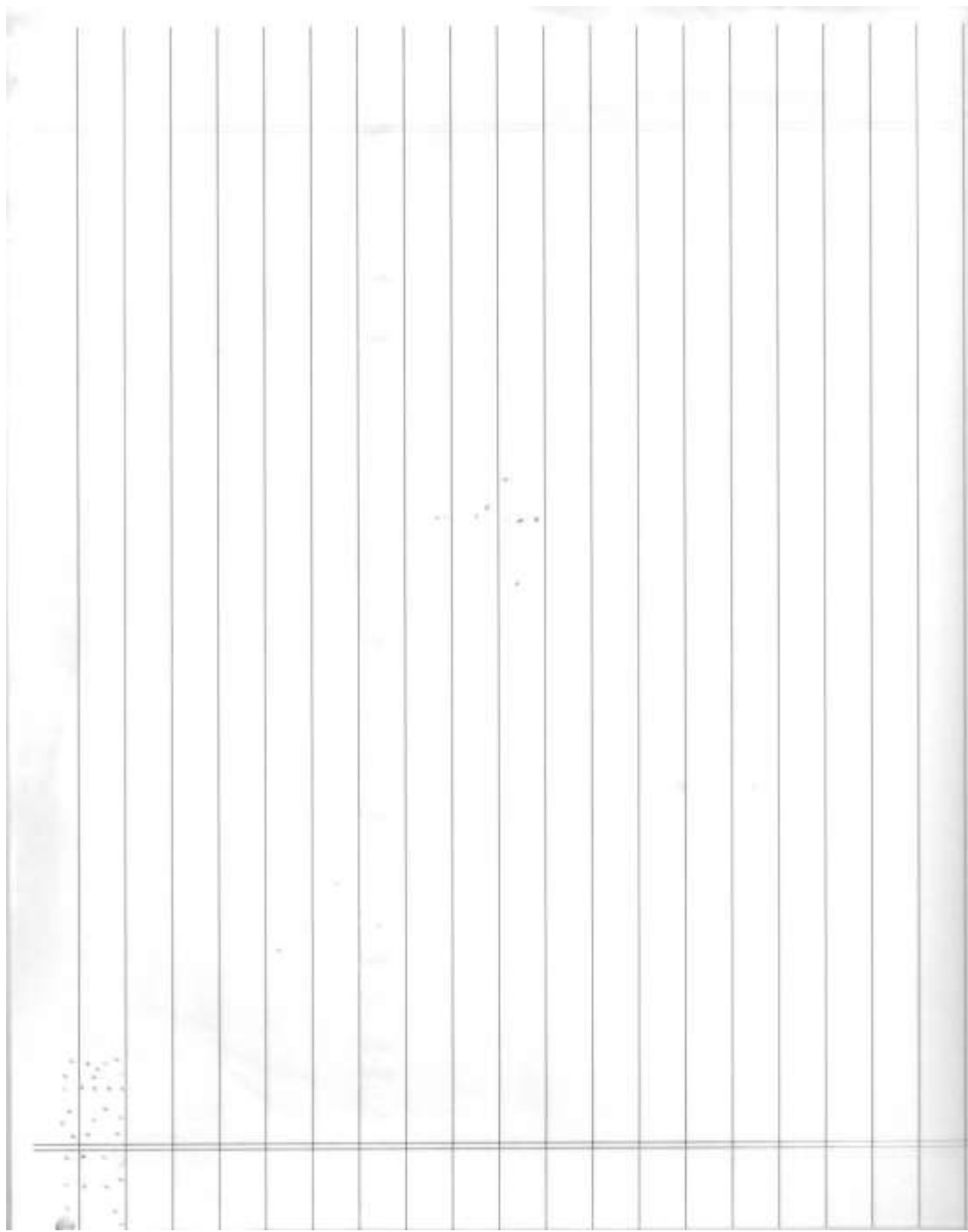
1. This answer-booklet contains eight (08) pages. Before writing, count the pages of answer book. If count is less, immediately get the answer-book replaced from the invigilator.
2. Do not make any special sign or mark in or outside the main or supplementary answer-book, graph-paper, map etc.
3. Write on each ruled line on both sides and do not waste pages unnecessarily. Any rough drafting, calculation etc, if made, should be crossed out. These shall not be read by the examiner.
4. Do not tear out or fold the pages of the answer-book and do not leave any page blank unnecessarily. No supplementary answer-book(s) should be asked for unless this answer-book/the previous supplementary answer-book is finished.
5. Number your answers according to their numbers in the question paper.
6. Securely tag your supplementary answer-book(s)/graph-paper(s)/map(s), if any used, with the main answer-book.
7. Strike off the blank pages in the answer-book, if any, before submitting the answer-book to the invigilator.
8. No answer-book or page of any kind is to taken out from the examination hall except the question-paper.
9. Do not leave the examination hall without handing over the answer-book to the invigilator/in-charge even if no answer has been attempted.

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Sample copy for Item Sl.No. 03.

दक्षिण बिहार केन्द्रीय विश्वविद्यालय (राष्ट्र के अधिनियम द्वारा स्थापित)		CENTRAL UNIVERSITY OF SOUTH BIHAR (Established by an Act of Parliament)	
Class Test / Supplementary Answer Book		123856	
(परीक्षार्थी उत्तर पुस्तिका के दोनों ओर लिखेंगे) (Student must write on both sides of the leaves of an Answer book) (परीक्षार्थी द्वारा भरा जाये) (To be filled up by the student)			
परीक्षा नियंत्रक के हस्ताक्षर की मुद्रा Signature Stamp of Controller of Examinations दिनांक मुद्रा (कार्यालय द्वारा) Date Stamp (By Office)	प्राप्त का नाम Name of the Student	विश्वविद्यालय पंजीकरण संख्या University Enrollment Number	
	शैक्षिक कार्यक्रम Programme of Studies	समेत Semester	
	कोर्स का शीर्षक एवं कोड संख्या Title and Code of the Course		
	परीक्षा का दिनांक Date of Exam	छात्र का हस्ताक्षर Signature of the Student	
SCORE FOR CLASS TEST ONLY		परीक्षक के हस्ताक्षर Initials of the Invigilator	
प्राप्त / Marks obtained	कुल अंक / Total Marks	परीक्षक का हस्ताक्षर / Signature of the Examiner	

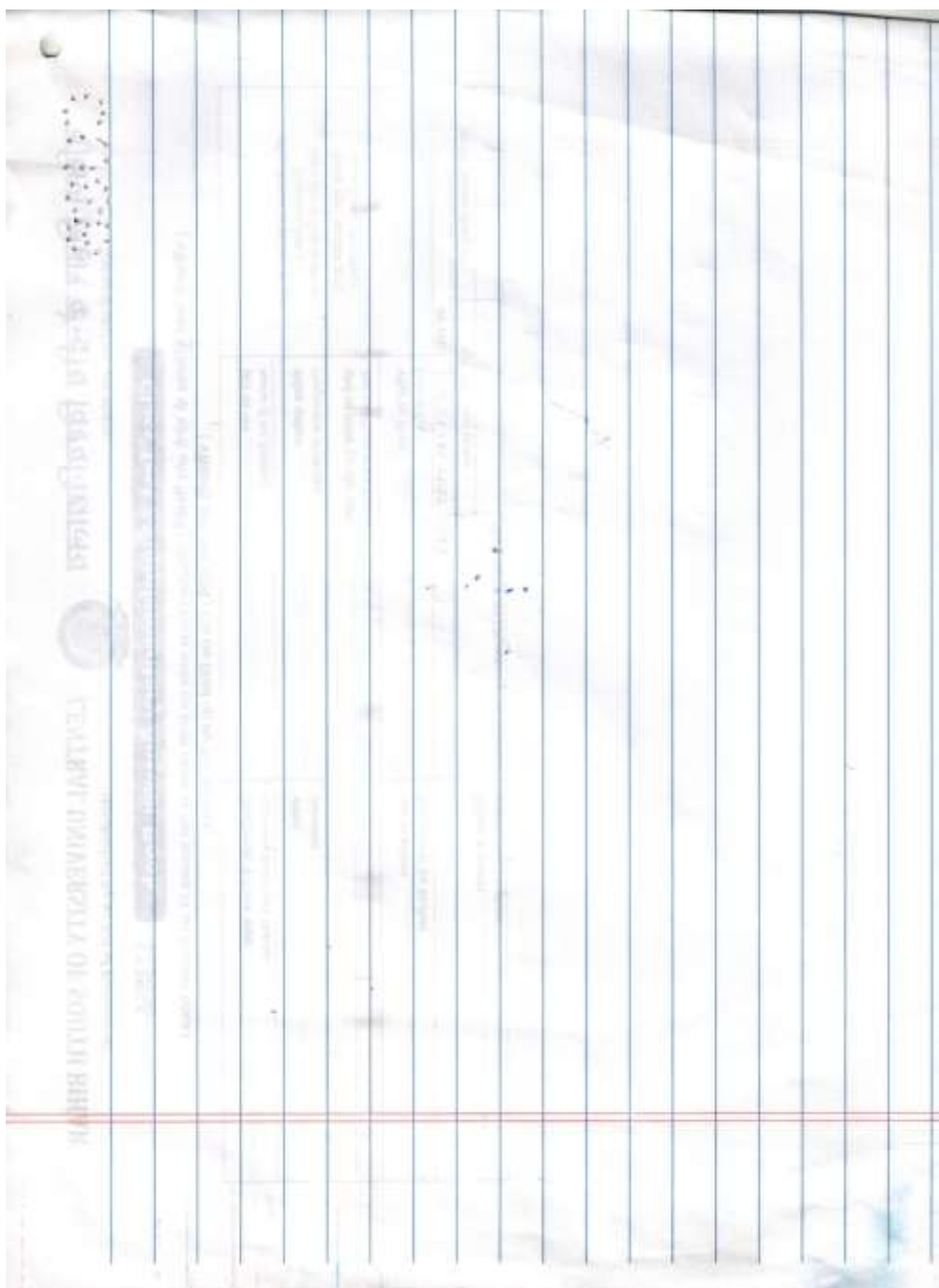
Handwritten signature: *[Signature]*

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Annexure-‘B’

FINANCIAL BID PROFORMA

(It should be submitted in a separate sealed envelope)

TENDER NOTICE NO.: CUSB/PSD/ACAD/T/15/2023-24,

Dated: 12/01/2024

SUB.: Supply of Printed Answer Sheets.

Name of the Bidder: _____

Sl. No.	Item Description	Quantity	Unit Price (Rs.)	Total Amount (Rs.)
1	End-Term Answer Sheet	223600		
2	Mid-Term Answer Sheet	648000		
3	Class Test / Supplementary Answer Sheet	223600		
Total Basic Amount (Rs.)				
GST%				
Grand Total (Rs.)				

Above rates are inclusive of all and no other charges shall be paid extra.

Note: No overwriting or use of whitener is permitted. If done it will be summarily rejected.

Date:

Signature _____

Name: _____

Designation & seal