



MMZO:SECY:2021-22:04

27th Jul 2021

**CENTRAL BANK OF INDIA, MUMBAI METROPOLITAN ZONAL OFFICE, 346
STANDARD BUILDING, Dr D N ROAD, FORT, MUMBAI – 400001**

**NOTICE INVITING TENDER FOR REPLACEMENT OF NON-TRTL COMPLIANT CASH
SAFES KEPT IN BANKING HALL/ORDINARY ROOM AT DIFFERENT BRANCHES
UNDER THE JURISDICTION OF MUMBAI METROPOLITAN ZONAL OFFICE.**

Central Bank of India, Mumbai Metropolitan Zonal Office invites sealed quote/offer in **Single Bid system** from empanelled manufacturers/ suppliers/ vendors for the supply and installation of new age Cash Safes with Biometric Lock at selected Branches under the jurisdiction of Mumbai Metropolitan Zonal Office, 346 Standard Building, Dr D N Road, Fort, Mumbai-400001. The Technical Parameters and the format for quote / offer have been given in Annexure-I and Annexure-II respectively. The list of selected Branches where the Cash Safes are required to be replacement along with format for Integrity Pact are placed at Annexure-III and Annexure-IV respectively.

As part of vigilance administration, the Central Vigilance Commission (CVC) has been promoting integrity, transparency, equity and competitiveness in Government / PSU transactions. It has, therefore, become imperative for PSBs, Insurance Companies and Financial Institutions also to now adopt Integrity Pact. The Integrity Pact (IP) envisages a panel of Independent External Monitors (IEMs) recommended by the Bank to be approved by CVC. After following the laid down norms, our Bank has appointed Shri Trivikram Nath Tiwari (ILS Retd), mail ID trivikramnt@yahoo.co.in as IEM. The task of IEM shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under the pact. The IEM shall not be subject to instructions by the parties and perform their functions neutrally and independently. All the parties accept that the IEMs have the right to access all the documents relating to the project / procurement, including minutes of the meetings.

1. OBJECTIVE & REQUIREMENT

Bank intends to select a vendor for the supply and installation of new age BB Class Cash Safes with Biometric Lock at selected Branches under the jurisdiction of Mumbai Metropolitan Zonal Office, 346 Standard Building, Dr D N Road, Fort, Mumbai-400001.

The complete details and RFP Forms can be obtained from the Security Department at the following address on payment of Rs 2000/- (Rs Two Thousand only – Non-Refundable) by way of Demand Draft/Pay Order favoring Central Bank of India payable at Mumbai.

Address: - Central Bank of India, Mumbai Metropolitan Zonal Office, 346 Standard Building, Dr D N Road, Fort, Mumbai-400001. Tel. No. 022-40345880.

RFP can also be downloaded from the Bank's website www.centralbankofindia.co.in. However, for RFP downloaded from website, the Demand Draft/Pay Order from any of the Commercial Banks will have to be submitted along with the Techno-Commercial Offer.

Description of Work	Replacement of non-TRTL compliant Cash Safes kept in banking hall/ordinary room at different branches under the jurisdiction of Mumbai Metropolitan Zonal Office. Offer buy back rate for old cash safes supplied to the bank at different branches under the jurisdiction of Mumbai Metropolitan Zonal Office against purchase of new age Class BB cash safe, 49/61 inches, TRTL rating 15 X 6 – IS 550 (Part -1) 2014, with biometrics Lock. Quote for new BB safe size 49/61 inches. Minimum Requirement – 15 Nos BB Class Cash Safes with Biometrics Lock (the numbers may vary at the discretion of the Bank)
Place of work	Selected Branches under Mumbai Zone (details at annexure-III) (some branches/offices in Goa state)
Cost of work	To be quoted as per the Financial bid format
Cost of tender	Payment of Rs.2000/- to be made in the form of Banker's cheque / Demand draft payable in the name of "Mumbai Metropolitan Zonal Office, Central Bank of India, Mumbai".
Earnest Money Deposit	Payment of Rs.50,000/- to be made in the form of Banker's cheque / Demand draft payable in the name of "Mumbai Metropolitan Zonal Office, Central Bank of India, Mumbai".
	Financial bids without Cost of Tender and EMD amount shall NOT be accepted. The EMD amount will be returned to the un-successful bidders after placing work order by Bank.
Tender Publish Date	28 th Jul 2021
Last date & time for Submission of Bids	23 rd Aug 2021 by 1600 Hrs
Date & time of Opening of Financial Bids	23 rd Aug 2021 at 1630 Hrs
Contact person name	Lt Cdr (Retd) Ramesh Prabhu – Zonal Security Officer, MMZO
Contact number	022-40345880, 7506236691
Place of submission of Bids & opening of bids	Assistant General Manager, Central Bank of India Mumbai Metropolitan Zonal Office, 346, Standard Building, Dr D N Road, Fort, Mumbai – 40001
E-mail id for correspondence	securitymmzo@centralbank.co.in

Note: - MSME Certificate holders are exempted for RFP Fee & EMD, but should enclose certified true copies of relevant certificates.

(P K Das)
Assistant General Manager

Annexure-I

1	Name of the Work & Scope	Replacement of non-TRTL compliant Cash Safes kept in banking hall/ordinary room at different branches under the jurisdiction of Mumbai Metropolitan Zonal Office. Offer buy back rate for old cash safes supplied to the bank at different branches under the jurisdiction of Mumbai Metropolitan Zonal Office against purchase of new age Class BB cash safe, 49/61 inches, TRTL rating 15 X 6 – IS 550 (Part -1) 2014, with biometrics Lock. Quote for new BB safe size 49/61 inches. Minimum Requirement – 15 Nos BB Class Cash Safes with Biometrics Lock. (the numbers may vary at the discretion of the Bank)
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2. PRE-QUALIFICATION CRITERIA

The authorized agent and the OEM should fulfill the following eligibility criteria. They are required to submit copies of documents to substantiate their qualification criteria along with the sealed quote, failing which the bid shall be rejected.

- I. Only authorized dealer of empanelled Original Equipment Manufacturers (OEM) or the empanelled OEM with Central bank of India are eligible to submit quotations. (Certificate of authorized dealership should be enclosed)
- II. OEM should have current/valid BIS license to manufacture and supply the Models of the Cash Safes being offered. (Valid BIS License to be enclosed)
- III. The OEM and/or the Authorized Agent should give to the Bank, its written consent for random testing of the product supplied to the Bank at their cost at the current test laboratory approved by BIS, at any time and to replace the product to be tested with a new product of the same class prior to sending it for the test, free of all costs. The OEM/Authorized Agent should give their written consent to bear the cost of transporting the product to be tested, from the branch to the testing venue and bear the cost of testing charges to the testing agency. (The above requirement shall be at the exclusive discretion of the Bank, if and when required).
- IV. The burglary resistance test (as indicated above) shall be carried out by any of the Test Houses accredited or approved by the Bureau of Indian Standards, chosen at the discretion of the Bank. In case the supplied products fails any of the tests, the Bank shall have the right to black list the firm and take other step as deemed necessary.
- V. The authorized agent should be exclusively dealing with one OEM only.

Absence of any of these details as indicated above or wrong details/representation shall make the tender/quote ineligible for consideration.

3. TECHNICAL PARAMETERS OF THE STRONG ROOM DOOR & ACCESORIES

- New age Class BB Cash safe, TRTL-15x6, with biometric lock. The dimension and specification shall be as per IS 550 (Part I): 2014
- The safe shall be marked with IS 550 listing mark as per BIS Rules for TRTL 15 X 6 rating. The BIS labeling should clearly indicate the manufacturer/brand name, class and rating of product, year of manufacture, IS No, CML No allotted by BIS

- Safes required will be 1030 and 1340 Single Door as per IS 550 (Part-I):2014

4. ESSENTIAL TERMS OF THE OFFER

Only those OEM and Authorized Agents agreeing to the following terms of replacement should respond.

- Free of cost of supply and installation of new age safe and pick up of old safe from the respective Branches.
- Old non-TRTL compliant Cash Safes of any brand/model/size, of any supplier should be exchanged.
- One single buy back price irrespective of the size of the old cash safe should be indicated in the price bid separately.
- All formalities of supply of new age cash safes & accessories and pick up old cash safes & accessories shall be the responsibility of the Company.
- Payment shall be released by the Branch concerned, on timely supply and installation of new age cash Safe and accessories and pick up of old Cash Safe and accessories.
- The Bank reserve the right to terminate / modify the contract partly or fully, anytime without assigning any reason whatsoever. The Bank also reserves the right to deduct / forfeit any amount as deemed fit, payable for the installation / maintenance in case the required standards / specification of repairs / maintenance and installations are not kept / maintained and time schedule as laid down is not adhered to by the Company.
- Quotation from GeM portal will be checked.

VALIDITY PERIOD OF THE OFFER

The offer should remain valid for a period of **90** days from the date of opening of the Bid. The final purchase order will be issued by the Mumbai Metropolitan Zonal Office only after receiving the final approval for the purchase by our Central Office.

EARNEST MONEY DEPOSIT (EMD)

EMD of Rs. 50,000/- (Rupees Fifty Thousand only) is to be paid through Demand Draft/Pay Order favouring the Central Bank of India, payable at Mumbai.

EMD should be submitted along with the Bid. This amount will be forfeited if the authorized agent withdraws his bid during the period of validity or refuses to accept purchase order or having accepted the purchase order fails to carry out the obligations mentioned therein. EMD of the successful firms (to whom the order is placed) shall be cashed by the Bank and shall be retained till the execution of the entire order.

- Bank Guarantee in lieu of EMD initially, will not be accepted.
- EMD shall be retained till Bank Guarantee is provided at a later stage.
- No interest will be payable on EMD. In the event of non-submission of EMD, the offer will be rejected.

PRICE COMPOSITION

The price quoted shall be firm and binding without any escalation whatsoever for one year.

PAYMENT TERMS

No advance payment against purchase order.

Full payment will be released at Branch level on completion of installation and acceptance thereof.

PERFORMANCE BANK GUARANTEE

Successful Authorized Agents should produce a Performance Bank Guarantee for a period of one year which shall be made in favour of Central Bank of India, from a public Sector Bank equal to 10% of the total value of the order. EMD shall be returned on submission of Performance Bank Guarantee. This shall be valid for minimum of 30 days beyond the date of all the contractual obligations of the supplier including warranty.

GUARANTEES

The equipment delivered to the Bank should be brand new, strictly as per BIS standards. The Bank reserves the right to check each SRD and its accessories, before delivery to the specified location by its Staff, at the Authorized Dealer's location.

DELIVERY PERIOD

The delivery and installation should be completed **within 08 (Eight) weeks** from the date of issue of purchase order by the Regional Office.

PENALTY CLAUSE

Penalty shall be levied @ 1% per week of the order value, up to a maximum of 10%.

WARRANTY

The offer must include comprehensive on-site warranty of one year from the date of installation. Manufacturer shall be fully responsible for the warranty in respect of design, quality and workmanship, specification related to the equipment as a whole. The vendor should warrant the Cash Safes and accessories against any manufacturing defect during the warranty period. During the warranty period the vendor shall maintain the product and repair /replace defective component, if any at the site at no additional cost to the bank.

MAINTENANCE STANDARD EXPECTED

The authorized agent should ensure that reported malfunctioning of Cash Safes and its accessories should be set right within 03 (three) working days of reporting by the branch.

INTEGRITY PACT:

Each bidder shall submit Integrity pact as per attached (Annexure-IV) duly stamped of Rs 500/-. The Integrity Pact should be submitted by all participating bidder at the time of submission of Bid documents or as per the satisfaction of the Bank. The non-submission of Integrity Pact as per time schedule prescribed by the bank may be relevant ground of disqualification to participating in Bid process.

LETTER TO THE BANK ON THE VENDOR'S LETTER HEAD

(Letter to the Bank on the vendor's letter head)

To
The Deputy Zonal Manager (Security/BSD)
Mumbai Metropolitan Zonal Office,
346 Standard Building, Dr D N Road, Fort, Mumbai-400001

Dear Sir,

Reg: **Tender for replacement of Cash Safes**

With reference to the above Tender, having examined and understood the instructions, terms and conditions forming part of the tender, we hereby enclose our offer detailed in your above referred Tender.

We confirm that the offer is in conformity with the terms and conditions as mentioned in the tender and all required information have been enclosed.

We also confirm that the offer shall remain valid for three months from the date of opening of Commercial Bid.

We hereby undertake that the equipment to be delivered to the Bank will be brand new including all components and that the equipment and its parts are licensed and legally obtained. It conforms to BIS standards as applicable.

We hereby undertake to provide Performance Bank Guarantee equivalent to 10% of the value of the Invoice amount with a validity period one year.

We hereby undertake to submit the Integrity pact as per annexure-IV duly stamped of Rs 500/-.

We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has right to reject the offer in full or in part without assigning any reasons whatsoever.

We enclose Demand Draft / Pay Order for Rs 2000/- (Rupees Two Thousand only) being Cost of Tender and Rs Rs 50,000/- (Rupees Fifty Thousand only) being EMD) favouring Central Bank of India and payable at Mumbai, details of the same are as under

- Demand Drafts / Pay Orders Nos. :
- Date of Demand Drafts / Pay Orders :
- Name and address of Issuing Bank

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

Our firm has not been black listed by any of the PSBs/PSUs/Pw/Co-operative Banks and there are no litigations outstanding in the Court of Law.

Shri _____ is the authorized signatory for all correspondence, agreements, documents etc, on behalf of the Company/Authorized Dealer.

Yours faithfully,

Authorised Signatory
(Name & Designation, Seal of the firm)
Date:

Annexure-II

PRICE Model (Offer/Bid)- Should be in the same envelope

Offer/bid for new age BB class 49 and 61 inches cash safe with Biometric Lock:

Sr. No.	Item Description	Price per unit in figures Rs.	Price per unit in words Rs.
1.	Cost of Cash BB TRTL 15 X 6 Size 49 inches (BIS labeled) with biometric lock		
2.	Cost of Cash BB TRTL 15 X 6 Size 61 inches (BIS labeled) with biometric lock		
3.	Buy back cost of any old safe, any model/size		
4.	Final replacement offer to be arrived by reducing Sr. No. 3 i.e (1+2-3)		

- Cost of the new age cash Safe with Biometric Lock shall be all inclusive to include applicable taxes, duties, levies, transportation, freight, forwarding, insurance, installation.
- The amount of any buy back offer shall be reduced from the cost of new age Cash Safe with Biometric Lock and accessories indicated to arrive at the final rate and standings.
- Company representative can visit the site to check the existing Cash Safe (after taking required approval) and accessories to ascertain the buy back price.
- Quotation from GeM Portal will be checked.

Signature
Name & Designation
Seal of the firm/company

Place:

Date:

Annexure-III

LIST OF SELECTED BRANCHES UNDER MUMBAI ZONE (SOME BRANCHES IN GOA STATE) WHERE THE OLD CASH SAFES ARE TO BE REPLACED

SI No	Region	Branch	Category	Required size of new age BB Class Cash Safe with biometric lock
1	SMRO	Byculla	Metro	49"
2		Crawford Mkt	Metro	61"
3		Lower Parel	Metro	49"
4		Marine Lines	Metro	61"
5		Navy Nagar	Metro	49"
6		Opera House	Metro	61"
7	MSRO	SEEPZ	Metro	49"
8		Vikroli	Metro	61"
9	Panaji RO	Jakadevi	Rural	49"
10		Carmona	Rural	49"
11		Curtorim	Semi Urban	61"
12		Raia	Semi Urban	49"
13		Vidya Vikas Mandal	Semi Urban	49"
14		St Xavier College	Semi Urban	49"
15		Watad	Rural	49"

Note: the above number and type of Cash Safe may vary at the discretion of the Bank

Annexure-IV

INTEGRITY PACT

Between

Central Bank of India hereinafter referred to as "The Principal",

And

..... hereinafter referred to as "**The Bidder/ Contractor**"

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for.....The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s) and / or Contractor(s).

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

Section 1 – Commitments of the Principal

(1.) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

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

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

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

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

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

(1) The Bidder(s)/ Contractor(s) commit themselves to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

a. The Bidder(s)/ Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which

he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

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

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

d. The Bidder(s)/Contractors(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is placed at (page nos. 6-7)

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

(2) The Bidder(s)/ Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3- Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question; the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings". Copy of the "Guidelines on Banning of business dealings" is placed at (page nos. 8-17).

Section 4 – Compensation for Damages

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

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

(1) The Bidder declares that no previous transgressions occurred in the last three years with any other Bank in any country conforming to the anticorruption approach or with

any Public Sector Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

Section 6 – Equal treatment of all Bidders / Contractors / Subcontractors

(1) The Bidder(s)/ Contractor(s) undertake(s) to demand from his subcontractors a commitment in conformity with this Integrity Pact.

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

(3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidder(s) / Contractor(s) / Subcontractor(s)

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

Section 8 – Independent External Monitor / Monitors

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

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. It will be obligatory for him to treat the information and documents of the Bidders/Contractors as confidential. He reports to the Chairman & Managing Director, CENTRAL BANK OF INDIA.

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

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

(5) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit nonbinding recommendations. Beyond this, the Monitor has no right

to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(6) The Monitor will submit a written report to the Chairman & Managing Director, CENTRAL BANK OF INDIA within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.

(7) If the Monitor has reported to the Chairman & Managing Director CENTRAL BANK OF INDIA, a substantiated suspicion of an offence under relevant IPC/ PC Act, and the Chairman & Managing Director CENTRAL BANK OF INDIA has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(8) The word „Monitor“ would include both singular and plural.

Section 9 – Pact Duration

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

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

Section 10 – Other provisions

(1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. Mumbai.

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

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

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

(5) In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.”

(For & On behalf of the Principal)

(For & On behalf of Bidder/ Contractor)

(Office Seal)

(Office Seal)

Place -----

Date -----

Witness 1:
(Name & Address)

Witness 2:
(Name & Address)
