

Empanelment No	DEL/EMP/CW/2025
Date:	09.05.2025



Local Head Office, Premises & Estate Department, 5<sup>th</sup> Floor, D-Block, 11, Parliament Street, New Delhi - 110001

**APPLICATION DOCUMENTS**

**FOR**

**EMPANELMENT OF CONTRACTORS UNDER COMPOSITE WORKS CATEGORY**  
**COMPRISING OF VARIOUS INTERIOR FURNISHING, ALLIED CIVIL , ELECTRICAL &**  
**HVAC WORKS FOR VARIOUS BRANCHES / OFFICES**

**WITHIN GEOGRAPHICAL AREA**

(i.e. Delhi State, Sonipat & Gurugram Districts, Western Uttar Pradesh & Uttarakhand)

**OF NEW DELHI CIRCLE OF STATE BANK OF INDIA**

**All the existing empaneled Contractors under Composite works need to apply afresh.**

Last date and time for submission of online applications on e-tender portal

**30.05.2025 by 3.00 P.M.**

**The Assistant General Manager (P&E),  
State Bank of India,  
Premises and Estate Department,  
Local Head Office, 5<sup>th</sup> Floor, D-Block,  
11, Parliament Street, New Delhi – 110001**  
**011-2340-7350/7351/7360**  
**[agmpre.lhodel@sbi.co.in](mailto:agmpre.lhodel@sbi.co.in)**

**NOTICE INVITING APPLICATION FOR EMPANELMENT OF CONTRACTORS  
(COMPOSITE WORKS)**

State Bank of India, Premises & Estate Department, Local Head Office, New Delhi intend to empanel CONTRACTORS (COMPOSITE WORKS) for its various composite works comprising of **Civil, Interior, Furnishing, Electrical & HVAC Works under single contract** for its offices / Branches / establishments within geographical area (i.e. Delhi State, Sonipat & Gurugram Districts, Western Uttar Pradesh & Uttarakhand) of New Delhi Circle of State Bank of India and will be valid only for Jurisdiction New Delhi Circle of SBI.

**The contractors who are already there in the panel of SBI and intends to apply in composite works category should submit application for the empanelment afresh.**

Duly completed applications in the prescribed format with required documents etc. should be submitted on or before due date i.e. 30.05.2025.

The eligibility criteria, terms and conditions, application format and other details/requirements are as under:

1)	Name of Work / Activity	<b>Empanelment of Contractors (Composite Works) for State Bank of India, Delhi Circle</b>		
2)	Application Documents are available at	1) <a href="https://bank.sbi">https://bank.sbi</a> under "SBI in the News" >>> Empanelment of vendors. 2) <a href="https://etender.sbi">https://etender.sbi</a>		
3)	Availability period of Application Documents	<b>From 09.05.2025 to 30.05.2025 (upto 03:00 P.M.)</b>		
4)	Last date and time for Online filling, submission of applications and relevant documents at <a href="https://etender.sbi">https://etender.sbi</a>	<b>30.05.2025 by 03:00 P.M.</b>		
5)	Date and Time of opening of online applications:	<b>30.05.2025 at 03:30 P.M.</b>		
6)	For any queries or support in connection with the online Submission of applications, please contact our E-procurement solutions agency	M/s. e-Procurement technologies Limited, Ahmedabad:		
		<b>For e-Tender Support for Bidders</b>		
		Nandan Valera	<a href="mailto:Nandan.v@eptl.in">Nandan.v@eptl.in</a>	09081000427
		Khushboo Mehta	<a href="mailto:khushboo.mehta@eptl.in">khushboo.mehta@eptl.in</a>	<b>09510813528</b>
		Sujit Nair	<a href="mailto:sujith@eptl.in">sujith@eptl.in</a>	07990334985
		<b><u>For Registration / DSC Verification / Profile Approval:</u></b>		
		Sonu Tank	<a href="mailto:Sonu@abcprocure.com">Sonu@abcprocure.com</a>	06353217080
Satabdi Dey	<a href="mailto:Satabdi@abcprocure.com">Satabdi@abcprocure.com</a>	090990 90830		

7)	SBI reserves the right to accept or reject any or all applications without assigning any reasons thereof, even after opening / downloading of the applications.
8)	For Clarifications Please Contact: <b>011-2340-7350/7351/7360</b> <a href="mailto:agmpre.lhodel@sbi.co.in">agmpre.lhodel@sbi.co.in</a>

9. The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only through online portal "<https://etender.sbi>" and scanned copies (in PDF format only) to be attached wherever it is specified. The information required should be filled / typed in each and every column and rows of the Formats. The applications received with "partly filled formats" not containing desired information in each and every columns/ points/row of various annexures and where they have written "enclosed/ yes/ submitted/ uploaded etc.," instead of filling the numerical/required data shall be treated as INCOMPLETE and such applications shall be summarily rejected without any reference to the applicant and at the applicant's risk and responsibility.

10. **The applicant should enter/ fill the detailed data in the given application form in online form. Do not mention enclosed/ yes/ no/ submitted, etc.** The applicant should sign and stamp each page of the application & annexure thereby and upload in the <https://etender.sbi>.

11. Do not send any hard copies to the office mentioned above.

12. The Bank reserve their rights to accept or reject any or all the tenders, either in whole or in part without assigning any reason(s) for doing so and no claim / correspondence shall be entertained in this regard.

**Assistant General Manager (P&E),  
State Bank of India, LHO Delhi**



	HVAC works up to <b>Rs. 100 Lacs</b>	<p>4. Solvency certificate (issued from a nationalized Bank on or after 01.07.2024) should not be less than Rs. 30.00 lakhs</p> <p>5. Should have successfully completed similar works during the last 7 years ending last day of month previous to the one in which application is submitted (<b>i.e., the completed works from 01.05.2018 to 30.04.2025 shall only be considered</b>), as under: -</p> <p>(a) Three similar completed works, each costing not less than Rs. 40.00 lakhs</p> <p style="text-align: center;">[or]</p> <p>(b) Two similar completed works, each costing not less than Rs. 50.00 lakhs</p> <p style="text-align: center;">[or]</p> <p>(c) One similar completed work costing not less than Rs. 80.00 lakhs.</p>
<b>CW-200</b>	Composite works comprising of Interior Furnishing, Furniture, allied Civil Works, Electrical works & HVAC works up to <b>Rs. 200 Lacs</b>	<p>1.PAN Card</p> <p>2.GST Registration</p> <p>3. Average annual financial turnover during the last 3 years preceding current financial year ended 31<sup>st</sup> March 2024 or 2025 should not be less than Rs. 60.00 lakhs.</p> <p>4. Solvency certificate (issued from a nationalized Bank on or after 01.07.2024) should not be less than Rs. 60.00 lakhs.</p> <p>5. Should have successfully completed similar works during the last 7 years ending last day of month previous to the one in which application is submitted (<b>i.e., the completed works from 01.05.2018 to 30.04.2025 shall only be considered</b>), as under: -</p> <p>(a) Three similar completed works, each costing not less than Rs. 80.00 lakhs</p> <p style="text-align: center;">[or]</p> <p>(b) Two similar completed works, each costing not less than Rs. 100.00 lakhs</p> <p style="text-align: center;">[or]</p> <p>(c) One similar completed work costing not less than Rs. 160.00 lakhs.</p>
<b>CW-500</b>	Composite works comprising of Interior Furnishing, Furniture, allied Civil Works, Electrical works & HVAC works up to <b>Rs. 500 Lacs</b>	<p>1.PAN Card</p> <p>2.GST Registration</p> <p>3. Average annual financial turnover during the last 3 years preceding current financial year ended 31<sup>st</sup> March 2024 or 2025 should not be less than Rs. 150.00 lakhs.</p> <p>4. Solvency certificate (issued from a nationalized Bank on or after 01.07.2024) should not be less than Rs. 150.00 lakhs.</p> <p>5. Should have successfully completed similar works during the last 7 years ending last day of month previous to the one in which application is submitted (<b>i.e., the completed works from 01.05.2018 to 30.04.2025 shall only be considered</b>), as under: -</p> <p>(a) Three similar completed works, each costing not less than Rs.200.00 lakhs</p> <p style="text-align: center;">[or]</p> <p>(b) Two similar completed works, each costing not less than Rs. 250.00 lakhs</p> <p style="text-align: center;">[or]</p> <p>(c) One similar completed work costing not less than Rs. 400.00 lakhs.</p>

## **EMPANELMENT OF CONTRACTORS (COMPOSITE WORKS)**

### **IMPORTANT INSTRUCTIONS, TERMS & CONDITIONS**

1. It's a fresh empanelment exercise being taken up the Bank, therefore all the past /existing empaneled Architects/ consultants/ Contractors/Vendors/Agencies need to apply afresh as per application documents.
2. Bank may seek for performance / conduct report/s / information of the applicant from any of their past and/or present client and/or may also visit / inspect any of their work at any point of time and on the basis of such report/s or inspection report the Bank at its sole discretion may exclude their application from empanelment process and may empanel / de-panel / remove / suspend them from the panel.
3. Submission of application form, enclosure, attachments & other documents by the applicant on On-Line portal will imply that the applicant is conforming that the information, details, documents etc. thus submitted by them are complete, true, valid, neither altered nor tempered nor forged nor concealed partially/fully and the applicant has originals of these documents & information in his custody and will present the same before Bank for verification as & when required / asked by the Bank.
4. Applicants must ensure that they filled up the application documents by typing only (and not handwritten) truly, correctly & completely and have also uploaded / submitted all the necessary documents correctly (at relevant link)
5. If the Bank, at any point of time, finds that any information / details /document provided by the applicant is not correct / forged / tempered partially or fully or if has concealed any relevant information the Bank at its sole discretion may take any appropriate action including excluding/dropping/deleting the names of the applicant/firm from the empaneled list (if empaneled).
6. The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only through online portal "<https://etender.sbi>" and scanned copies (in PDF format only) to be attached wherever it is specified. The information required should be typed in each column and rows of the formats. The applications received with "partly filled formats" not containing desired information in each columns/ points/ row of and where they have not enclosed /submitted/uploaded requisite relevant documents shall be treated as "INCOMPLETE" and such applications may be summarily rejected by the Bank at its sole discretion without making any reference or further opportunity to the applicant.
7. The Bank at its sole discretion may relax the minimum eligibility criteria if Bank is of the view that number of applicant qualifying for a particular category are not sufficient for competitive bids.
8. The Bank reserves the right to restrict the number of applicant / contractors included in the panel / empaneled contractor as per need & requirement in each category. The criteria of restricting will be decided by the Bank if the need arises.
9. This empanelment is for 03 years. However, addition of new Architects / consultants /contractors / vendors in the panel and upgradation and/or removal of the empaneled Architects / consultants / contractors / vendors may be done by the Bank after reviewing their performance and suitability at an interval of 12 months or at any time as may be decided by the Bank.
10. Canvassing in any form including bringing influence from any person/agency/Officials/authorities shall lead to disqualification for the empanelment exercise.

11. The eligible and interested parties shall download prescribed application form and other details from Bank's website: "<https://Bank.sbi> >>> SBI in news >>> Procurement News Online application to be filled up & submitted at on line portal <https://etender.sbi> .

Hard copies of application or other documents shall be submitted by the applicant **only if asked by the Bank**. Hard copies submitted by the applicants of their own shall not be considered for any purpose.

12. Corrigendum/amendment/addendum (if any) would be hosted / uploaded on the e-tender website only. Hence, prospective applicants are advised to visit e-tender website regularly for the above purpose.
13. The Bank reserves the right to accept or reject any or all the applications without assigning any reason thereof and no correspondence will be entertained in this regard.

--- END OF THE SECTION---

## **Process Compliance Statement**

(The bidders are required to print this on their company's letter head and sign, stamp before emailing)

To,  
E-Procurement Technologies Ltd. (Auction Tiger)  
B-704 Wall Street – II,  
Opp. Orient Club,  
Nr. Gujarat College, Ahmedabad – 380 006.  
Gujarat State, India

### **EMPANELMENT OF CONTRACTORS (COMPOSITE WORKS)**

Dear Sir,

This has reference to the Terms & Conditions for the E-Tendering mentioned in the Tender document

#### **This letter is to confirm that:**

- 1) The undersigned is authorized representative of the company.
- 2) We have studied the Commercial Terms and the Business rules governing the E-Tendering as mentioned in RFP of SBI as well as this document and confirm our agreement to them.
- 3) We also confirm that we have taken the training on the auction tool and have understood the functionality of the same thoroughly.
- 4) We confirm that SBI and ETL shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the E-Tendering platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the E-Tendering event.
- 5) **We also confirm that we have a valid digital signature certificate issued by a valid Certifying Authority.**
- 6) We also confirm that we will mail the price confirmation & break up of our quoted price as per Annexure III & Annexure IV within 24 hours of the completion of the E-tendering and the format as requested by SBI/ETL.
- 7) We, hereby confirm that we will honor the Bids placed by us during the E-Tendering process.

With regards,

Date:

Signature with company seal

Name:

Company / Organization:

Designation within Company / Organization:

Address of Company / Organization:

Scan it and send to this Document on [sujith@eptl.in](mailto:sujith@eptl.in)

## **GENERAL TERMS & CONDITIONS:**

1. The Bank is inviting online tenders for its projects. Thus, the consultant will have to submit valid e-mail ID, cell no. and Digital Certificate class-3 to enable the firms for participation in the online procurement/e-tendering.
2. For assessing the Annual Turnover of the last 3 years, consultant must submit valid documents viz certificate from registered CA, copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years.
3. The prequalification criteria mentioned above are only provisional. Thus, the empanelment of Architects in each category shall be considered by the Bank purely on merits, performance of the Architects in timely execution of the project with quality, feedback / confidential reports of the firms/applicant received from other employers etc. Hence, merely fulfilling the prescribed minimum prequalification criteria shall not entitle the consultant for their empanelment with the Bank.
4. The Bank reserves its right to empanel Architects as per its needs in each category. The empanelment of consultants shall be considered on merits within the sole discretion of the Bank and cannot be claimed as right by the applicant and no correspondence shall be entertained by the Bank in this regard.
5. The Bank reserves the right to accept or reject any or all the applications without assigning any reason thereof and no correspondence will be entertained in this regard.
6. Empanelment does not mean allotment of works/tenders.
7. The Bank may choose to carry out physical inspection of works mentioned by the applicants in their application forms, in addition to calling for confidential reports from the respective employer/client/department to ascertain their capability and quality of works.
8. The performance of all the empanelled consultants shall be reviewed by the Bank periodically and the consultants with unsatisfactory performance and also those who do not respond to tender enquiries of the SBI for a period of 6 months (under which the Architect is eligible to submit their tender) without informing any valid reasons will be re-moved from the panel without notice and no correspondence will be entertained in this regard. Such firms shall not be eligible for next one empanelment process to be done by Bank. Thereafter, if they wish they can apply afresh for empanelment.
9. Site inspection of the previous works shall be done for the shortlisted applications and confidential information will be obtained from the previous clients for further process.
10. Selected applicants will be intimated of their empanelment. The panel will be in force for three years or new empanelment whichever is later, subjected to review at regular intervals.
11. Applicants found eligible for more than one category are requested to apply only for the higher category and will be eligible for the lower categories automatically.
12. The eligible and interested parties shall download prescribed application form and other details from our website: <https://sbi.co.in/web/sbi-in-the-news/empanelment-of-vendors>

Submission of online application at following website: <https://etender.sbi>

**Bank reserves right to reject any or all applications without assigning reasons there-of.**

**Assistant General Manager (P&E),  
State Bank of India, LHO Delhi**

**EMPANELMENT OF CONTRACTORS/VENDORS/AGENCIES/FIRMS**

**APPLICATION FORM**  
**TO BE FILLED ONLINE ONLY**

**COMPOSITE WORKS: CW-50, CW-100, CW-200 & CW-500**

<b>S No</b>	<b>Details</b>	<b>Please fill the data</b>	<b>Type of Document to be uploaded / attached online</b>	<b>Attachment Link</b>
1)	Name of the contractor/Agency/Firm			
2)	Full Postal Address of the contractor/Agency/Firm			
3)	Official Email ID of the contractor/Agency/Firm			
4)	Name of the Contact Person (Proprietor/any of the Partners/any of the Directors)			
5)	Mobile Numbers of Contact Person			
6)	Date, month & year of Establishment of the firm		Shop Establishment/companies registration/partnership deed, etc.	
7)	GST Number		GST Registration Certificate	
8)	PAN Number		PAN Card	
9)	Constitution of the Firm (Proprietorship/Partnership/Company)			
10)	Names of all the Proprietor/Partners/Directors		PAN Card Partnership deed/ Articles of Association	
11)	Does the proprietor/any of the partners or directors of the firm is a proprietor/partner/director (or their spouse/son/daughter) of any other firm. If YES, fill up the name of that firm/s. otherwise write NO			
12)	Value of Solvency (solvency certificate for minimum amount of 30% of the upper limit of the category applied for)		Solvency Certificate issued by your Bank. (refer sample certificate at Annexure – A)	
	Banker's Name			
	Account No.			
	Type of Account			
	Branch IFSC Code			

	Branch Telephone No.			
13a)	Registration number if registered with ESIC, otherwise type 'No'		ESIC Registration certificate	📎
13b)	Registration number if registered with EPF, otherwise type 'No'		EPF Registration certificate	📎
14)	If MSE (Medium Small Enterprises) registered, mention number and date. otherwise type 'No'		MSE certificate	📎
15)	If Startup firm, furnish number and date. otherwise type 'No'.		Startup certificate	📎
16)	If, you are registered in the panel of other organizations/statutory bodies such as CPWD, PWD, MES, Banks etc., Type name/s of organization, category, and date of registration		Empanelment letters of other organizations	📎
17)	Details of three highest value of works done during last 7 years, as per the eligibility criteria given.	xxxxxxxxx	Duly filled up (typed) & signed Annexure - B	📎
18)	<b>WORK-1</b>	xxxxxxxxxxx		
	<b>Work Completion Details for Work-1</b>	xxxxxxxxxxx		
	Work Completion Value		Completion Certificate (work - 1)	📎
	Work Completion Date			
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			
19)	<b>WORK-2</b>	xxxxxxxxxxx		
	<b>Work Completion Details for Work-2</b>	xxxxxxxxxxx		
	Work Completion Value		Completion Certificate (work - 2)	📎
	Work Completion Date			
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			
20)	<b>WORK-3</b>	xxxxxxxxxxx		
	<b>Work Completion Details for Work-3</b>	xxxxxxxxxxx		
	Work Completion Value		Completion Certificate (work - 3)	📎
	Work Completion Date			
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			
21)	Turnover (in Lakhs) (all 4 or any 3)			
	FY 2023-24	₹.	Certificate issued by CA/ Audited Profit & Loss statement	📎

	FY 2022-23	₹.	Certificate issued by CA/ audited Profit & Loss statement	
	FY 2021-22	₹.	Certificate issued by CA/ audited Profit & Loss statement	
	FY 2020-21	₹.	Certificate issued by CA/ audited Profit & Loss statement	
	<b>Average</b>	₹.		
22)	Has you/your firm been blacklisted/ debarred/ depanelled by any Govt./ Semi-Govt./ PSU/ PSB/ Corporate House during last 03 years. If yes, provide details in Annexure- C. (If no, write No.)		Duly filled up (typed) & signed Annexure - C	
23)	Information relating to whether any litigation is pending before any Arbitrator or court of law for adjudication of any litigation or else any litigation was disposed of during the last seven years by an arbitrator/court of law. If so, the details of such litigation are required to be submitted in Annexure - D. (If No, please write No.)		Duly filled up (typed) & signed Annexure - D	
24)	Declaration regarding near relatives working in the Bank as per Annexure – E (If No, please write No.)		Duly filled up (typed) & signed Annexure - E	
25)	Declaration as per Annexure - F		Duly filled up (typed) & signed Annexure - F	

--- END OF THE SECTION---

**SOLVENCY CERTIFICATE**  
**SAMPLE FORMAT**

This is to certify that to the best of my knowledge and information, M/s (Firm name).....having its address at .....having marginally noted address, a customer of our bank is/are respectable and firm can be treated as good for any engagement up to a limit of Rs.....(Rupees.....)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature of Branch Manager with Seal)

Note:

1. Banker's certificate should be on the letter head of the scheduled bank.
2. In case of partnership firm, certificate to include names of all partners as recorded with the bank

**ANNEXURE - B**

**WORK COMPLETED DURING THE LAST SEVEN YEARS**  
**(FROM 01.05.2018 to 30.04.2025)**

Only those works to be mentioned which are as per eligibility criteria  
Works should be filled up in descending order of dates starting from latest work

S. No.	Name of the work and location	Contract Amount	WO Number and Date of Award	Stipulated Date of Completion	Actual Date of Completion	Actual value of completion in ₹	Name & Address, contact Of Client	Contact number of the client	Email Id of the client.
1									
2									
3									
4									
5									

- (1) Information must be filled up by Typing specifically in this format only  
(2) Additional rows / sheets may be added

Name of Authorized Signatory :

Signature with seal

Place:

Date:

**ANNEXURE – C**

**DETAILS OF ACTION OF BLACKLISTING / DEBARRING / DE-PANELING /  
SUSPENDING BY GOVT./ SEMI-GOVT./ PSU/ PSB/ CORPORATE HOUSES DUR-  
ING LAST THREE YEARS  
(FROM 01.05.2018 to 30.04.2025)**

<b>Date, Month &amp; Year of Action</b>	<b>Name, Address, Mail Id of Client</b>	<b>Exact action &amp; Period</b>	<b>Reasons for Action</b>

- (1) Information must be filled up by Typing specifically in this format only
- (2) Additional rows / sheets may be added

Name of Authorized Signatory :

Signature with seal

Place:

Date:

**ANNEXURE – D**

**DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE  
CONTRACTS EXECUTED IN THE LAST SEVEN YEARS  
(FROM 01.05.2018 to 30.04.2025)**

<b>Name &amp; Address of client with whom you have / had the litigation / arbitration</b>	<b>Year in which case / litigation / arbitration initiated</b>	<b>The case / litigation / arbitration initiated by you or client</b>	<b>Disputed / claimed Amount (In Lakh)</b>	<b>Status of the case / litigation / arbitration as on date.</b>

- (1) Information must be filled up by Typing specifically in this format only  
(2) Additional rows / sheets may be added

Name of Authorized Signatory

Signature with seal

Place:

Date:

**ANNEXURE – E**

**DECLARATION REGARDING NEAR RELATIVES WORKING IN STATE BANK  
OF INDIA**

Name of Bank Staff Related to Applicant	Designation	Office/Branch & Place of Posting	Relation with the Applicant

- (1) Information must be filled up by Typing specifically in this format only
- (2) Additional rows / sheets may be added
- (3) Near Relatives means Father, Mother, Father-in-law, Mother-in-law, spouse, brother, sister, brother-in-Law, Sister-in-law, son, son-in-law, daughter, daughter-in-law.

Name of Authorized Signatory:

Signature with seal

Place:

Date:

**DECLARATION**

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I/We also agree that I/We have no objection if inquiries are made by the Bank regarding any of the information/details furnished by me/us in the application and/or annexures and/or by way of attachments/enclosures etc.
3. I/We understand & agree that the decision of Bank regarding empanelment will be final and binding on me / us. We also understand & agree to that this process is for empanelment purpose only without any assurance from the Bank that we will be empaneled and/or awarded any work and /or will be invited to participate in bid.
4. I/we understand and agree that in case if at any stage or time, it is found by the Bank that any of the information/details/enclosures/undertakings/certificates/testimonials furnished/submitted/attached by me / us is wholly or partly wrong/incorrect and/or I/we have concealed any facts/figures related to empanelment, the Bank at its sole discretion may take appropriate action against us/our firm including excluding/dropping/deleting the name of our firm from the empanelment list, in case we have been empaneled.
5. I/We confirm that we have read & understood contents of entire Application Documents. We further confirm & undertake that the instructions, terms, conditions etc mentioned in these application documents are acceptable and binding on me / us

Name of Authorized Signatory:

Signature with seal

Place:

Date: