

BIDDING DOCUMENTS



PROCUREMENT OF IT EQUIPMENT

(IT-01/2021-22)

Quaid-e-Azam Thermal Power (Pvt.) Limited
1st Floor, 7/C-1, Gulberg-III, Lahore
Phone No.: 042-35750936-8 Fax No.: 042-3570939

TENDER DOCUMENTS FOR PROCUREMENT OF “IT EQUIPMENT (IT-01/2021-22)” FOR QUAID-E-AZAM THERMAL POWER (PRIVATE) LIMITED (QATPL)

INSTRUCTIONS TO BIDDERS

1. Quaid-e-Azam Thermal Power (Pvt.) Limited (“QATPL”) hereby invites sealed bids from eligible bidders for supplies at its head office in Lahore as detailed below:

Lot #	Description of Item	Quantity	Estimated Cost in PKR
1	Laptops	10	1,650,000
2	SSD (Hard disks for Servers)	10	156,750
3	Printer LJ Black	1	210,600
4	Printer LJ Color	1	432,900
5	Printer LJ Black	2	134,490
6	TV LED 55”	1	130,000
7	Scanner	3	52,500

2. Bidders who are active taxpayers and have NTN & GST certificates shall be eligible to participate in this bidding process. As a proof of being an active taxpayer, copy of Active Taxpayer List (ATL) showing name and details of the bidder must also be furnished.
3. Each bidder shall submit bid security in the form of a Bank Draft / Call Deposit Receipt (CDR) in favor of “Quaid-e-Azam Thermal Power (Pvt.) Limited” against each lot/item as per the following:

Lot #	Description of Item	Amount of Bid Security in PKR (within 5% of estimated cost)
1	Laptops	33,000
2	SSD (Hard disks for Servers)	3,135
3	Printer LJ Black	4,212
4	Printer LJ Color	8,658
5	Printer LJ Black	2,690
6	TV LED 55”	2,600
7	Scanner	1,050

4. The bid security shall be returned to the successful bidder after delivery against the lot (s) has been made in accordance with the terms of this bidding document and/or Purchase Order.
5. Only those Bidders can participate who are working as authorized distributors, reseller or dealers of manufactures for the items prescribed and Bidders must attach relevant documentary proofs in this of regard, otherwise, bids will not be entertained.
6. An undertaking on a stamp paper duly attested by the Oath Commissioner of the relevant value that the Bidder has never been blacklisted by any Government Department, PPRA, FBR or any other organization, shall also be submitted with the Bid.



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7. The procurement procedure for each Lot shall be **Single Stage Two Envelope** as per Rule 38(2)(a) of the Punjab Procurement Rules 2014 (PPRA Rules, 2014). A bidder may bid for any or all of the Lots/Items. The Technical Proposal envelop of a bidder who is submitting Bid for two or more Lots may include one complete set of all documents required for technical evaluation of the Bid(s) he is competing for, however, each bidder must provide separate Financial Proposal for each Lot in a separate envelop(s). Envelops are required to be clearly marked accordingly by mentioning the relevant details regarding each Lot along with the name of the bidder.
8. The bidders must provide all documents/information required under the Bidding Documents including documents mentioned in the Check List given with the Bidding Documents. The Bid Security must be placed in the envelop for Technical Proposal.
9. The Bidder should have a registered office in Lahore at the date of submission. Sufficient local and relevant resources must also be available in the said office to cater for all the after-sales support and services.
10. The Successful Bidders shall supply the Items/Lots as per the Specifications attached with these TORs within provided timeframe.
11. No downward deviation from the required specifications of items/lots will be acceptable and the company can reject the Items/Lots found deviated downward from the Specification prescribed herein.
12. Rates quoted in Bids must be valid for at least 60 days from the date of submission of Bid.
13. Bids shall be submitted in Pak Rupees only.
14. Bids quoted and submitted shall be inclusive of all applicable taxes and levies.
15. All Bids received late, found incomplete, unsigned, ambiguous, conditional or over-written will not be accepted and shall be rejected without evaluation.
16. Bids shall be evaluated Lot-wise and the Financial Bid of bidder(s) whose Bid(s) is found technically responsive shall be opened as per the PPRA Rules, 2014. The tender for each Lot shall be awarded to technically responsive bidder(s) who has submitted lowest financial bid for the relevant Lot.
17. The scope of this procurement process shall include the supply of the Lots/items, configuration and installation as specified in Schedule-A.
18. The Lots/items shall be required to be provided at the office of QATPL on immediate basis after the award of Purchase Order without any extra cost including transportation, installation etc. In case of non-delivery of lot/items and / or delivery not as per specifications given herein within 45 days after award of Purchase Order, the Bidder shall be entitled to forfeit the bid security and cancel the Purchase Order via written notice of cancellation.
19. The successful Bidder will be responsible to supply of the Lots/items, configuration and installation and complete in all respect as per specifications approved by the Competent Authority.



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20. The Company / Competent Authority can accept or reject the Bids without assigning any reason at any stage as per PPRA Rules, 2014.
21. Successful Bidder shall submit valid warranty cards for each item supplied to the Company. Warranty shall be locally claimable by the Company. Warranty must be as per the specifications of items provided and must be verifiable from the manufacturer's resources.
22. QATPL's representative will inspect the Lots/items within one week of supply. Any discrepancies found during inspection must be removed within 03 working days by the Bidder / supplier.
23. Payments shall be made after the clearance by QATPL's representative.
24. Taxes will be deducted as per applicable Government Rules / Policy.
25. At the time of payment against Invoice, 10% payment shall be withheld as Performance Guarantee for Warranty Period and will be returned after lapse of warranty period.
26. Successful Bidder will be allowed a maximum of 48 hours' downtime for all components in warranty claim including replacement of whole unit.



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SCHEDULE - A SPECIFICATIONS OF IT EQUIPMENT

LOT # 1 LAPTOPS

QTY 10 PCS

Estimated Price: 1,650,000/-

1. Processor: 11th Gen Intel Core i5-1135G7 Processor (4.20GHz with Turbo Boost, 4 Cores, 8MB Cache), with Chipset Intel SoC platform
2. RAM: 16GB DDR4-3200, Minimum Supported RAM 32GB or higher
3. Storage: 512GB SSD M2 2242, PCIe NVMe with dual SSD M.2 Slot
4. Integrated Intel® Iris® Xe Graphics or Latest
5. Integrated Camera and Mic
6. Display: 14" FHD (1920 x 1080) Antiglare Display 250 nits IPS
7. 2 x 2W stereo speakers
8. Wireless Connectivity: Intel WiFi 6 802.11 AX & B.T 5.1 or Above
9. Touch style fingerprint reader on power button, Backlit Keyboard, TrackPoint pointing device
10. Camera: 720p, with shutter, fixed focus
11. Battery: Integrated Li-Polymer (10 Hours or extended),
12. Adapter: 65W AC Adapter USB Type C,
13. Weight: Less than 1.6kg
14. Windows 10 Pro Licensed
15. Color: Black with Aluminum (Top)
16. Carrying case original/genuine
17. 1 (One) Year Local Warranty On-Site Backed by OEM
18. Ports: USB-C AC power, HDMI 1.4, USB 3.2 Gen 1 (Always On), 1x Thunderbolt 4, Headphone / mic combo, Dual array microphone, Ethernet RJ45. Kensington lock slot



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LOT # 2 SSD (HARD DISKS)

QTY 10 PCS

Estimated Price: 156,750/-

- Capacity: 500 GB or above
- Form Factor: 2.5 inch
- Interface: SATA 6 Gb/s Interface, compatible with SATA 3 Gb/s & SATA 1.5 Gb/s interface
- Storage Memory: V-NAND 3bit MLC
- Cache Memory: 512 MB Low Power DDR4 SDRAM Cache or above
- S.M.A.R.T SUPPORT
- Sequential Read/Write: 560/530 MB/s or above
- Warranty: One Year or above

LOT # 3 Printer LJ Black

QTY 01 PCS

Estimated Price: 210,600/-

- Print speed: 65 ppm
- Printer page yield: Black
- First page out (ready) black: 5.0 sec
- Resolution (black): 1200 x 1200 dpi
- Resolution technology: Normal FastRes 1200; Fine Lines (1200 x 1200 dpi), Quickveiw (300 x 300 dpi), Economode (600 x 600 dpi)
- Monthly duty cycle: 275,000 pages
- Monthly page volume: 25000
- Print Technology: Laser
- Display: 4.3-in (10.92 cm) Color Graphics Display (CGD) with touchscreen; rotating (adjustable angle)
- Processor speed: 1.2 GHz
- Number of print cartridges: 1 (black)
- Print languages: PCL 6, PCL 5, postscript level 3 emulation, native PDF printing (v 1.7), Apple AirPrint™
- Paper trays: 2
- Mobile Printing Capability: ePrint; Apple AirPrint™; Google Cloud Print™; Mopria™ Certified; ROAM optional for easy printing
- Windows OS (32/64 bit), Mobile OS-, iOS, Android, MacOS, PCL6 Printer Driver, PS Printer Drivers
- Memory: 1.5 GB
- Supported network protocols: TCP/IP, IPv4, IPv6; Print: TCP-IP port 9100 Direct Mode, LPD (raw queue support only), Web Services Printing, IPP 2.0, Apple AirPrint™, ePrint, FTP Print, Google Cloud Print; DISCOVERY: SLP, Bonjour, Web Services Discovery; IP CONFIG: IPv4 (BootP, DHCP, AutoIP, Manual, TFTP Config, ARP-Ping), IPv6 (Stateless Link-Local and via Router, Statefull via



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DHCPv6); Management: SNMPv2/v3, HTTP/HTTPS, Telnet, TFTP Config, FTP FW Download, Syslog; Security: SNMPv3, SSL Cert Management, Firewall, ACL, 802.1x

- Hard disk Support
- Paper handling input: 100-sheet multipurpose feeder, 550-sheet input feeder
- Paper handling output: 500 sheet output bin
- Duplex printing: Automatic (standard)
- Media sizes supported: 100-sheet multipurpose Tray 1: A4, A5, A6, RA4, B5 (JIS), B6 (JIS), 10 x 15 cm, Oficio (216 x 340), 16K (195 x 270), 16K (184 x 260), 16K (197 x 273), Postcard (JIS), Dpostcard (JIS), Envelope: B5, C5, C6, DL; 550-sheet input Tray 2: A4, A5, A6, RA4, B5 (JIS), B6 (JIS), 10 x 15 cm, Oficio (216 x 340), 16K (195 x 270), 16K (184 x 260), 16K (197 x 273), Postcard (JIS), Dpostcard (JIS); 550-sheet optional feeder: A4, A5, A6, RA4, B5 (JIS), B6 (JIS), 10 x 15 cm, Oficio (216 x 340), 16K (195 x 270), 16K (184 x 260), 16K (197 x 273), Postcard (JIS), Dpostcard (JIS); 2000-sheet optional HCI: A4; 75-sheet optional envelope feeder: B5, C5, C6, DL
- Power consumption: 821 watts (printing), 14.98 watts (ready), 4.28 watts (sleep), < 0.1 watts (Auto Off/Manual On), < 0.1 watts (Manual Off)
- Energy efficiency: ENERGY STAR® qualified
- Warranty: One Year or above

LOT # 4

Printer LJ Color

QTY 01 PCS

Estimated Price: 432,900/-

- Print speed: 60 ppm
- Printer page yield: Color ISO/IEC 19752
- First page out (ready) black: 5.7 sec
- First page out (ready) color: 5.7 sec
- Resolution (black): 1200 x 1200 dpi
- Resolution (color): 1200 x 1200 dpi
- Monthly duty cycle: 120,000 pages
- Monthly page volume: 17,000
- Print Technology: Laser
- Display: 4.3-in (10.92 cm) Color Graphics Display (CGD) with touchscreen; rotating (adjustable angle)
- Processor speed: 1.2 GHz
- Number of print cartridges: 4 (1 each black, cyan, magenta, yellow)
- Print languages: PCL 6; PCL 5c; postscript level 3 emulation, native PDF printing (v 1.7), URF (AirPrint)
- Automatic paper sensor: Yes
- Paper trays: 2
- Mobile Printing Capability: ePrint; Apple AirPrint™; Mopria-certified
- Compatible operating systems: Android, Linux, UNIX, Windows 32- & 64-bit



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- Memory: 3 GB
- Supported network protocols: TCP/IP, IPv4, IPv6; Print: TCP-IP port 9100 Direct Mode, LPD (raw queue support only), Web Services Printing, IPP 2.0, Apple AirPrint™, ePrint, FTP Print, Google Cloud Print; Discovery: SLP, Bonjour, Web Services Discovery; IP Config: IPv4 (BootP, DHCP, AutoIP, Manual, TFTP Config, ARP-Ping), IPv6 (Stateless Link-Local and via Router, Statefull via DHCPv6); Management: SNMPv2/v3, HTTP/HTTPs, Telnet, TFTP Config, FTP FW Download, Syslog; Security: SNMPv3, SSL Cert Management, Firewall, ACL, 802.1x
- Hard disk Support
- Paper handling input: 100-sheet multi-purpose tray, 550-sheet input tray 2
- Paper handling output: 500-sheet output bin
- Duplex printing: Automatic (standard)
- Media sizes supported: Tray 1: A4, A5, A6, RA4, B5, B6, 16k, 10 x 15 cm, Oficio, postcards (JIS single and double) envelopes (DL, C5, B5, C6); Tray 2: A4, A5, A6, RA4, B5, B6, 10 x 15 cm, Oficio, 16k, Dpostcard; Optional 550-sheet trays 3, 4, 5: A4, A5, A6, RA4, B5, B6, 10 x 15 cm, Oficio, 16k, Dpostcard; Optional 2,000-sheet high-capacity Tray 4: A4
- Power consumption: 780 watts (printing), 31 watts (ready), 0.7 watts (sleep), 0.7 watts (Auto Off/Manual On), 0.1 (Manual Off)
- Energy efficiency: ENERGY STAR® qualified
- Warranty: One Year or above

LOT # 5

Printer LJ Black

QTY 02 PCS

Estimated Price: 134,490/-

- Print speed: 40 ppm (default), 42 ppm (High Speed)
- First page out (ready) black: 6.1 sec
- Resolution (black): Fine Lines (1200 x 1200 dpi)
- Monthly duty cycle: 80,000 pages
- Monthly page volume: 4000
- Print Technology: Laser
- Display: 2-line backlit LCD graphic display
- Processor speed: 1200 MHz
- Number of print cartridges: 1 (black)
- Print languages: PCL 6, postscript level 3 emulation, PDF, URF, PWG Raster
- Paper trays: 2
- Mobile Printing Capability: ePrint; Apple AirPrint™; Google Cloud Print™; Mobile Apps; Mopria™ Certified; ROAM capable for easy printing
- Connectivity: 1 Hi-Speed USB 2.0; 1 host USB at rear side; Gigabit Ethernet 10/100/1000BASE-T network; 802.3az(EEE)
- Compatible operating systems: Windows, MacOS, UPD PCL6 / PS Printer Drivers, Supported Operating systems,
- Memory: 256 MB
- Supported network protocols: TCP/IP, IPv4, IPv6; Print: TCP-IP port 9100 Direct



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Mode, LPD (raw queue support only), Web Services Printing, ePrint, Apple AirPrint™, Google Cloud Print 2.0, Mopria, IPP Print; Discovery: SLP, Bonjour, Web Services Discovery; IP Config: IPv4 (BootP, DHCP, AutoIP, Manual), IPv6 (Stateless Link-Local and via Router, Statefull via DHCPv6), SSL Security and Certificate management; Management: SNMPv1, SNMPv2, SNMPv3, HTTP/HTTPS, Syslog, FTP FW Download

- Paper handling input: 100-sheet multipurpose Tray 1, 250-sheet input Tray 2
- Paper handling output: 150-sheet output bin
- Duplex printing: Automatic (default)
- Media sizes supported: Tray 1, Tray 2: A4; A5; A6; B5 (JIS); B6 (JIS); 16K (195 x 270 mm, 184 x 260 mm, 197 x 273 mm); 10 x 15 cm; Oficio (216 x 340 mm); postcards (JIS single, JIS double); envelopes (DL, C5, B5); Optional Tray 3: A4; A5; A6; B5 (JIS); B6 (JIS); 16K (195 x 270 mm, 184 x 260 mm, 197 x 273 mm); 10 x 15 cm; Oficio (216 x 340 mm); postcards (JIS single, JIS double); Automatic duplexer: A4; B5; 16K (195 x 270 mm, 184 x 260 mm; 197 x 273 mm); Oficio (216 x 340 mm)
- Power consumption: 495 watts (active printing), 5.5 watts (ready), 0.5 watts (sleep), 0.5 watts (Auto Off/Wake on LAN, enabled at shipment), 0.05 watts (Auto-off/Manual-on), 0.05 (Manual Off)
- Energy efficiency: ENERGY STAR® qualified; EPEAT® Silver; CECP

LOT # 6 TV LED 55"

QTY 01 PCS

Estimated Price: 130,000/-

- Type: SMART TV LED
- Screen Size: 55"
- Diagonal Screen Size: 54.6"
- Resolution: 3,840 x 2,160
- Dolby Digital Plus: Yes
- Sound Output (RMS): 20W
- Speaker Type: 2CH
- Bluetooth Audio
- Operating System: Android Google Certified
- Works with Google Assistant
- Web Browser
- Mobile to TV - Mirroring, DLNA
- HDMI: 3
- USB: 2
- Ethernet (LAN)
- Composite In (AV)
- Digital Audio Out (Optical)
- Wireless LAN Built-in
- Warranty: One Year or above



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LOT # 7 Scanner

QTY 03 PCS

Estimated Price: 52,500/-

- Image Sensor Type: Contact Image Sensor (CIS)
- Resolution: 4800 x 4800 dpi
- Light Source: RGB (LED), Three Color (RGB) LEDs
- Scanning Area: 8.5 x 11.7 inch (216 x 297 mm)
- Scanning Speed: 5 Sec (A4-Size, 300dpi, Color),
- (OCR): Documents into editable text and Create searchable PDF Documents.
- Scanning Modes: Black-and-White, Grayscale and Color
- Bit Depth: 48-Bit Color
- Paper Size: A4 or higher
- Connectivity: Hi-speed USB 2.0
- OS Compatibility: Windows® XP (PS3) / VISTA / 7 / 8 / 10 Mac OS X 10.7 to 11
- OEM: USA/Europe/Japan
- Warranty 1 Year comprehensive on site
- Supplies with Scanner:
- 1 x USB Cable, Installation CD (Software) Function Includes OCR, Scan, Copy, PDF, Email), Quick Start Guide.
- Warranty: One Year or above



QUAID-E-AZAM THERMAL POWER (PVT.) LTD.

First Floor, 7-C-1, Gulberg III, Lahore.

FINANCIAL PROPOSAL FOR LOT # 1

Name of Firm:

Address:

GST. #

Income Tax #

Name of Firm Owner/ Representative:

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Description of Item	Quantity	Unit Price without GST PKR	GST PKR	Unit Price including GST etc. PKR
Laptops	10 Nos.			

Note:

Financial Proposal will be submitted for each lot/item in separate envelope because the Financial Proposal will be returned un-opened for the lots/items for which the bidder doesn't qualify in technical proposal evaluation.

Signature:

Name:

Stamp:

Date:



QUAID-E-AZAM THERMAL POWER (PVT.) LTD.

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FINANCIAL PROPOSAL FOR LOT # 2

Name of Firm:

Address:

GST. #

Income Tax #

Name of Firm Owner/ Representative:

.....

Description of Item	Quantity	Unit Price without GST PKR	GST PKR	Unit Price including GST etc. PKR
SSD (Hard disks)	10 Nos.			

Note:

Financial Proposal will be submitted for each lot/item in separate envelope because the Financial Proposal will be returned un-opened for the lots/items for which the bidder doesn't qualify in technical proposal evaluation.

Signature:

Name:

Stamp:

Date:



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First Floor, 7-C-1, Gulberg III, Lahore.

FINANCIAL PROPOSAL FOR LOT # 3

Name of Firm:

Address:

GST. #

Income Tax #

Name of Firm Owner/ Representative:

.....

Description of Item	Quantity	Unit Price without GST PKR	GST PKR	Unit Price including GST etc. PKR
Printer LJ Black	01 Nos.			

Note:

Financial Proposal will be submitted for each lot/item in separate envelope because the Financial Proposal will be returned un-opened for the lots/items for which the bidder doesn't qualify in technical proposal evaluation.

Signature:

Name:

Stamp:

Date:



QUAID-E-AZAM THERMAL POWER (PVT.) LTD.

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FINANCIAL PROPOSAL FOR LOT # 4

Name of Firm:

Address:

GST. #

Income Tax #

Name of Firm Owner/ Representative:

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Description of Item	Quantity	Unit Price without GST PKR	GST PKR	Unit Price including GST etc. PKR
Printer LJ Color	01 Nos.			

Note:

Financial Proposal will be submitted for each lot/item in separate envelope because the Financial Proposal will be returned un-opened for the lots/items for which the bidder doesn't qualify in technical proposal evaluation.

Signature:

Name:

Stamp:

Date:



QUAID-E-AZAM THERMAL POWER (PVT.) LTD.

First Floor, 7-C-1, Gulberg III, Lahore.

FINANCIAL PROPOSAL FOR LOT # 5

Name of Firm:

Address:

GST. #

Income Tax #

Name of Firm Owner/ Representative:

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Description of Item	Quantity	Unit Price without GST PKR	GST PKR	Unit Price including GST etc. PKR
Printer LJ Black	02 Nos.			

Note:

Financial Proposal will be submitted for each lot/item in separate envelope because the Financial Proposal will be returned un-opened for the lots/items for which the bidder doesn't qualify in technical proposal evaluation.

Signature:

Name:

Stamp:

Date:



QUAID-E-AZAM THERMAL POWER (PVT.) LTD.

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FINANCIAL PROPOSAL FOR LOT # 6

Name of Firm:

Address:

GST. #

Income Tax #

Name of Firm Owner/ Representative:

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Description of Item	Quantity	Unit Price without GST PKR	GST PKR	Unit Price including GST etc. PKR
TV LED 55"	01 Nos.			

Note:

Financial Proposal will be submitted for each lot/item in separate envelope because the Financial Proposal will be returned un-opened for the lots/items for which the bidder doesn't qualify in technical proposal evaluation.

Signature:

Name:

Stamp:

Date:



QUAID-E-AZAM THERMAL POWER (PVT.) LTD.

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FINANCIAL PROPOSAL FOR LOT # 7

Name of Firm:

Address:

GST. #

Income Tax #

Name of Firm Owner/ Representative:

.....

Description of Item	Quantity	Unit Price without GST PKR	GST PKR	Unit Price including GST etc. PKR
Scanner	03 Nos.			

Note:

Financial Proposal will be submitted for each lot/item in separate envelope because the Financial Proposal will be returned un-opened for the lots/items for which the bidder doesn't qualify in technical proposal evaluation.

Signature:

Name:

Stamp:

Date:



QUAID-E-AZAM THERMAL POWER (PVT.) LTD.

First Floor, 7-C-1, Gulberg III, Lahore.

TECNICAL PROPOSAL

Specifications Required (by the procuring agency)			Specifications Offered (by the Bidder)		
Lot #	Stores	Specifications	Lot #	Stores	Specifications
1	Laptops	Mentioned above at Page # 5 to 10	1	Laptops	
2	SSD (Hard disks for Servers)		2	SSD (Hard disks for Servers)	
3	Printer LJ Black		3	Printer LJ Black	
4	Printer LJ Color		4	Printer LJ Color	
5	Printer LJ Black		5	Printer LJ Black	
6	TV LED 55"		6	TV LED 55"	
7	Scanner		7	Scanner	

It is certified that the stores to be supplied shall be in conformity with the above-mentioned specifications.

Signature:

Name:

Firm:

Stamp:



QUAID-E-AZAM THERMAL POWER (PVT.) LTD.

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CHECK LIST

- | | |
|--|-----|
| 1. NIC Card (Copy) | Y/N |
| 2. Receipt of purchase of bidding document | Y/N |
| 3. Bid Security as per Bid/ CDR/Bank Draft (Original and photocopy)
(placed inside envelope for Technical Proposal) | Y/N |
| 4. Blacklist certificate on a stamp paper duly attested by the Oath Commissioner | Y/N |
| 5. Income Tax Certificate | Y/N |
| 6. Sales Tax Certificate | Y/N |
| 7. Manufacture/Supplier/Reseller/Importers/Exporters certificate in favor of the Bidder | Y/N |
| 8. Bidding Documents attested by the authorized representative of the Firm /Bid | Y/N |
| 9. Application/Technical & Financial Bid on the Letter Pad with Address, Contact No. etc | Y/N |
| 10. Stamp papers certified by Oath Commissioner | Y/N |
| 11. Authorization of personal on behalf of the bidding Co. /Firm | Y/N |

Signature:

Firm:

(Stamp):

Address:

Witness:
Name:

Signature:

Address: