



Government of India Department of Personnel & Training Staff Selection Commission (HQ) Block No. 12, CGO Complex Lodhi Road, New Delhi - 110003

Ref. No.16/2/2018-G (Part)

NOTICE INVITING TENDER FOR DISPOSAL OF DASUTI BAGS

Schedule of Events

	Lifting of Dasuti Bags		
Details of Contact Person for	Shri Mukesh Chand Meena, Under Secretary (G),		
clarifications/queries	Staff Selection Commission, Block No.12,CGO		
-	Complex, Lodhi Road New Delhi - 110003		
	Telephone Number: 24364792		
Quantity of Disposal	Approx. 17000 Kg (around 50000 bags)		
Reserve Price of the Tender	₹ 177 per Kg.		
Earnest Money Deposit (EMD) (3%)	₹ 90,270/- (Rupees Ninety Thousand Two Hundred		
	Seventy only)		
	Bank account details:		
	Punjab National Bank		
	Current A/c.no.0153002100565842		
	IFSCCode-PUNB0015300		
	On or before bid submission closing time as mentioned		
	in the tender document/ corrigendum.		
Date &Time of publishing e-Tender	12.07.2023 1800 Hours		
Website for downloading Tender	http://ssc.nic.in		
Document	https://eprocure.gov.in/eprocure/app		
Bid Submission Start Date &Time	12.07.2023 1800 Hours		
Bid Submission Closing Date &Time	25.07.2023 1200 Hours		
No. of days given to the bidders for	Two (02) days		
any bid related clarification			
Technical Bid Opening Date &Time	28.07.2023 1200 Hours		
Venue for Technical Bid opening	SSC Headquarters		
Date, Time and Venue for evaluation of	Will be intimated later to the technically qualified		
Commercial bids	bidders		
Bid Validity	90 Days from the closing date of bid submission		

IMPORTANT NOTE

Tender documents may be downloaded from Central Public Procurement Portal https://eprocure.gov.in/eprocure/app. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement must enroll/register before participating through the website https://eprocure.gov.in/eprocure/app. The portal enrollment is free of cost. Bidders are advised to go through instructions provided at Appendix-I regarding "Instructions for online Bid Submission.

Bidders can access tender documents on the website, fill them with all relevant information and submit the completed tender document through electronic tender on the website https://eprocure.gov.in/eprocure/app.

Tenders and supporting documents must be uploaded through e-procurement. Hard copy of the tender documents will not be accepted.

Tender notice for disposal of Dasuti Bags in Staff Selection Commission, Block No. 12, CGO Complex on "AS IS WHERE IS" basis.

Closing Date
Date of opening of Technical Bid

25/07/2023, 1200 hrs. 28/07/2023, 1200 hrs.

1. Background & Scope of Work:

- a) Staff Selection Commission [SSC] is an Attached Office of Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Govt. of India. Headquarters Office of the Commission is located at Block No. 12, CGO Complex, Lodhi Road, New Delhi 110003.
- b) Commission invites online Tenders from the registered bidders (in CPP portal) for lifting of Dasuti Bags from Block No. 12, CGO Complex, New Delhi on "AS IS WHERE IS" basis.
- c) The materials are lying at various floors of Block No. 12, CGO Complex, New Delhi. The interested bidders may visit the site with prior permission of Under Secretary (G). The bidder selected will have to lift the Dasuti Bags on the rates finalized as a result of this Tender.
- d) It must be clearly indicated in the Performa for Technical Bid as to whether the vendor has submitted bids alongwith all requisite supporting documents.

2. **ELIGIBILITY CRITERIA**

- 1. Companies/Firms/Bidders must have similar experience to that of lifting of Dasuti Bags.
- 2. The Commercial Bid would be opened only after the Technical Bid is found satisfactory.
- 3. Tender received after the prescribed cut-off date and time will be rejected forthwith.
- 4. The Vendor must submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi/Any other Government/PSU etc. and no criminal case is pending against the said firm on the date of submission of this bid (Prescribe Performa as per Annexure E).
- 5. The Vendor must furnish details of GST No/PAN No. and also upload the scanned copy of these documents in e-procure portal as specified in Annexure-A.
- 6. The rates quoted must be firm and in Indian Rupees. In case of any difference / discrepancy between the rates quoted in figures and words, the later shall prevail.
- 7. A copy of this Tender Document with each page duly signed by the authorized signatory (who has signed the Bid), must also be uploaded in e-procure portal with the Technical Bid in token of bidders' confirmation to accept the terms and conditions and other provisions contained in it.
- 8. The bidder shall quote the Technical and Commercial bids only as per the format enclosed at Annexure-, C* and Annexure-, D*.
- 9. Conditional bids shall not be considered and will be rejected out-rightly at the first instance.

3. **EARNEST MONEY DEPOSIT (EMD) AND PERFORMANCE SECURITY:**

- 1. The scanned copy of NEFT/RTGS transactions for EMD as stated in Annexure-A shall be uploaded in the e-procure portal along with the Technical Bid.
- 2. The successful bidder will have to furnish 10% of the Contract Value as Performance Security within ten days from the date of the award of the contract either in the form of Account Payee Bank Draft from any nationalized bank drawn in favour of DDO, Staff Selection Commission or in the form of Bank Guarantee from a Nationalized/Commercial Bank, having the validity of six months, will be retained by this office till the satisfactory completion of the contract. However, EMD of the successful bidder will be refunded immediately after the receipt of Performance Security.

4. PROCEDURE FOR SUBMISSION OF THE BID

- 1. The Vendors desirous of participating in the tender process shall have to submit their bid online in two parts, viz., Technical Bid as per Performa at Annexure -C and Commercial Bid as per Performa at Annexure- D.
- 2. Any overwriting/cutting/use of fluid must be authenticated by the signatures of the individual, who has signed the Bid. Non-adherence will lead to rejection of the Bid.
- 3. Technical Bid All the columns, in the proforma of Technical Bid (Annexure- C) must be duly filled and supporting documents must be uploaded in e-procure portal with this Bid.
- 4. Incomplete Bid shall not be considered and will be summarily rejected.
- 5. Commercial Bid- The Vendors will have to quote for all items in "Annexure-D"
- 6. Commercial Bid to be uploaded in the form of BOQ_Disposal of Dasuti Bags.xls only.
- 7. Bidders are advised to download this BOQ_ Disposal of Dasuti Bags.xls as it is and quote their offer/rates in the permitted column and upload the same in the Commercial Bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, Tender will be completely rejected and EMD would be forfeited.
- 8. The Bids must be uploaded online only at CPP Portal website: https://eprocure.gov.in/eprocure/app on or before the due date. Bids, uploaded after the due date & time are liable to be rejected.
- 9. Bidder is duty bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time.
- 10. SSC reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
- 11. Incomplete quotations are liable to be rejected.
- 12. In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.
- 13. Conditional Tenders, on whatsoever ground, shall not be accepted and shall be summarily rejected.
- 14. The firm shall not assign or sublet the work or any part of it to any other person or party without first obtaining permission in writing from this Department, will be at liberty to refuse if it thinks fit.
- 15. Any attempt of direct or indirect negotiation on the part of the bidder with the authority who is competent to finally accept it after the submission of the Tender; or any other endeavor to secure any interest or any influence by the bidder by any means for acceptance of a particular Tender will render the bidder liable to be excluded from consideration.

5. **PRICE BID**

The Commercial bid format is provided as BOQ along with this Tender Document at https://eprocure.gov.in/eprocure/app. Bidders are advised to download this BOQ_Disposal of Dasuti Bags.xls as it is and quote their offer/rates in the permitted column and upload the same in the Commercial Bid. Bidder shall not tampered/modify downloaded price bid template in any

Tender For Disposal of Dasuti Bags

manner. In case the same is found to be a tampered/modified in any manner, Tender will be completely rejected and EMD would be forfeited.

- 2. Highest bidder shall be evaluated on total amount inclusive of taxes as mentioned in the Commercial Bid Format.
- 3. The Bids must be submitted online only at CPP Portal website: https://eprocure.gov.in/eprocure/app on or before the due date. Bids submitted after the due date & time will be rejected.
- 4. Bidder is bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time.
- 5. SSC reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
- 6. Incomplete quotations are liable to be rejected.
- 7. Any statutory applicable taxes/GST must be mentioned separately in the Commercial Bid. However, quote must be inclusive of all other levies, statutory taxes and charges such as Octroi, Packaging & Forwarding charges etc.

6. ARBITRATION:

- 1. In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms herein above contained or any claim or liability of the party, the same shall be referred to the Sole Arbitrator to be nominated by mutual consent of both parties to the Agreement. The intending party will serve notice in writing on the other party notifying its intention for appointment of Arbitrator. Must both parties fail to agree on by mutual consent, and then SSC will appoint the Sole Arbitrator. The provisions of Arbitration and Conciliation Act 1996 as amended from time to time shall apply. The Arbitration proceedings shall be held in New Delhi. The Arbitrator will give reason for his award and the award passed by the Arbitrator shall be final and binding upon both the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act 1996, or of any modifications or enactment thereof including the rules framed there under. Courts in Delhi will have jurisdiction over affairs relating to this Agreement.
- 6.2. Any dispute arising out of this document will be subject jurisdiction of Delhi Court.

7. Bid Evaluation Criteria:

- 1. In the first instance the Technical Bids shall be opened by the authorized representatives of SSC in the presence of representatives of bidders, if available.
- 2. The date and time for opening of the Technical Bids is given on the first page of this document.
- 3. The Bidders may depute their representatives for the Technical Bid opening event.
- 4. The Technical Bids will then be evaluated by SSC, internally
- Once the Technical Bids are accepted, the Commercial Bids of the Vendors (whose Technical Bids have been accepted) shall be opened, the date for which shall be communicated to the Vendors through e-mail/phone. At this stage, Reserve Price of Commodity, which has already been decided by the Commission will also be consulted.
- 6. If any Vendor so desires, it may depute its representative for Commercial Bid opening event also.
- 7. The Highest bidder will be arrived at by calculating the total cost of all the material. The Highest bidder will be awarded the Contract for lifting of the material. However, if the rate quoted by the Highest bidder is found to be less than the Reserve Price, Commission may not award the contract and the Tender may be cancelled.
- 8. The decision of the Chairman, SSC shall be final and binding.

8 SEARCHING FOR TENDER DOCUMENTS

- 8.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 8.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 8.3. The bidder must make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

9. **PREPARATION OF BIDS**

- 9.1 Bidder must take into account any corrigendum published on the Tender Document before submitting their bids.
- 9.2. Please go through the Tender Advertisement and the Tender Document carefully to understand the documents required to be submitted as part of the Bid. Please note the number of covers in which the Bid Documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 9.3 Bidder, in advance, must get ready the bid documents to be submitted as indicated in the Tender Document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid Documents may be scanned with 100 dpi with black and white option.
- 9.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

10. SUBMISSION OF BIDS

- 10.1. Bidder must log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 10.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 10.3. Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instrument.

- 10.4 Bidder must prepare the EMD as per the instructions specified in the Tender Document. The original must be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission or as specified in the Tender Documents. The details of the DD/any other accepted instrument, physically sent, must tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 10.5 Bidders are requested to note that they must necessarily submit their Bids in the format provided and no other format is acceptable. If the Price Bid has been given as a standard BoQ format with the Tender Document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells must be changed. Once the details have been completed, the bidder must save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the Bid will be rejected.
- 10.6 The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the Bids by the bidders, opening of Bids etc. The bidders must follow this time during bid submission.
- 10.7 The uploaded Tender Documents become readable only after the tender opening by the authorized bid openers.
- 10.8 Upon the successful and timely submission of Bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the Bid with all other relevant details.
- 10.9 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- > Any queries relating to the Tender Document and the terms and conditions contained therein must be addressed to the Tender Inviting Authority for a tender or the relevant Contact person indicated in the Tender.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact numbers for the helpdesk are 1800 3070 2232, 0120-4001 062, 0120-4001 002, 0120-4001 005, 0120-6277 787.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

- a. As per the directives of Department of Expenditure, this Tender Document has been published on the Central Public Procurement Portal (URL: http://eprocure.gov.in). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
- b. More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app.
- c. Online bids are invited for Disposal of Dasuti Bags from reputed vendors having capacity to Disposal of Dasuti Bags and having experience in this field for the last two years to any Departments/Organizations of the Government of India/Autonomous Body/Government of NCT of Delhi.
- d. Vendors/Bidders are advised to study the Tender Document carefully before submitting the tender form. It will be presumed that the Vendor/bidder has considered and accepted all the terms and conditions of this Tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. BIDS MUST BE UNCONDITIONAL.
- e. The Vendor must take care that no column in the e-tender must be left blanks which would be otherwise made the Tender liable for rejection. In case any column has to be left blank, it must be filled as "NOT APPLICABLE".
- f. Online Bids must be prepared in accordance with the prescribed format Annexure-C (Technical Bid i.e. Details of the Agency) and Annexure-D (Commercial Bid) of the Tender Document, and to be submitted on e-procurement portal
- g. The tender form is non-transferable.

REGISTRATION

- a) Bidders are required to Enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "Click here to Enroll" on the CPP Portal is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- e) Only one valid DSC must be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- f) Bidders then log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

DECLARATION

I/We have read the Terms & Conditions to BIDDERS and accepted the same. I/We have made my /our offer keeping in view of all these conditions forming part of the tender inquiry.

I/We have remitted an EMD of Rs. 90,270/- (Rupees Ninety Thousand Two Hundred Seventy only) vide NEFT/RTGS NO. dated . A copy of the Tender Document with each page duly signed (by the signatory signing this Declaration and the Bid Proforma) is also uploaded.

GST/PAN No. of the Bidder: (Mandatory) Mobile No. : Telephone No.:

Place:

Date:

Signature, Name and Address of the Bidder with Seal

TERMS AND CONDITIONS

- 1. The sale shall be on "AS IS WHERE IS" basis
- 2. The Dasuti Bags shall be lifted from the following location/area:-

Staff Selection Commission Block No. 12, CGO Complex Lodhi Road, New Delhi - 110003

- 3. Quotations must be uploaded within the last date and time specified in the tender document.
- 4. The quoted price, item-wise, shall be uploaded in the Price Format at Annexure "D*, forming part of the Tender.
- 5. The tender shall remain open for acceptance for a period of Ninety (90) days from the date of opening the bids. In case of withdrawal of tender within this period, the EMD remitted by the bidder will be forfeited.
- 6. The bidders are required to indicate their GST/PAN Number in their offer.
- 7. All labour, tools and equipment for removing/loading the items form SSC shall be organized by the buyer on their own cost. The personnel employed for shifting the items shall strictly obey the safety Rules in force and SSC will not be responsible for breach of any rules by the personnel of the buyers in any way whatsoever. The job shall be done without damaging the premises/ roads/ drains/ etc. in the compound. The buyer shall make good the damages, loss, etc., in the event of any such occurrence.
- The contract shall be governed by the Indian Contract Act, 1872 as amended from time to time and subsequent revisions/ amendments thereto. All payments due from the bidder under the contract shall be made in Indian Currency.
- 9. Tenders uploaded without fulfilling the above terms & conditions and in contravention to the tender notice are liable to be rejected summarily.
- 10. The Tender Notice and connected Annexure shall form part of the contract.
- 11. The items to be sold can be inspected on any working day with prior appointment.
- 12. The successful bidder (H1) evaluated on the basis of the rates quoted in Annexure –D, would be awarded the Work Order for removal/lifting the Dasuti Bagss and shall remit the sale price of the items before taking delivery of the items from SSC.
- 13. The awardee firm must remove all items at his/her own cost from SSC with a proper Gate Pass during working hours within 7 days from the date of information. In case the firm fails to do so, its due EMD will be forfeited besides cancellation of the order.
- 14. All statutory payments, like minimum wages prescribed, compensation in case of accident or loss, etc., to the workers employed by the bidder for the removal of the items shall be borne by the bidder.
- 15. The sale is subject to all terms and conditions prescribed in the tender document and resultant sale order.
- 16. Any clarification required may be obtained before submission of the tender. SSC reserves the right to cancel the sale at any time without assigning any reason before issue of the sale order. BIDDERS are not entitled to claim any damage or compensation in case of such cancellation.
- 17. The tender is issued subject to the jurisdiction of the local courts at New Delhi only. All disputes arising out of the tender notice and resultant sale order shall have the jurisdiction of the competent Court at New Delhi only.

- 18. The rate quoted by the bidder shall be final and no change in the same shall be allowed under any circumstances during the currency of the contract.
- 19. All disputes arising out of this contract shall be settled amicably by SSC and the contractor. In the event of failure to reach amicable settlement, the same shall be settled as per the provisions of Indian Arbitration and Conciliations Act, 1996 as modified from time to time. The decision of the Arbitrator shall be final and binding.
- 20. Commercial bids of only those Firms who are technically qualified shall be evaluated.
- 21. SSC, New Delhi reserves the right to terminate the contract during initial period after giving a week's notice to the Firm.
- 22. The rates quoted shall remain same during the rate contract period and no request for any increase in the rates shall be entertained.
- 23. The owner/firm must be available on his own direct telephone (office as well as residence) and also on mobile phone so that he may be contacted immediately in emergency cases. The Mobile Number may also be provided.
- 24. The bidders are requested to quote highest rates for lifting the Dasuti Bags. The proposal must be uploaded in two parts viz. "Technical Bid" and "Commercial Bid" in the Performa enclosed at Annexure-C and Annexure-D, respectively.
- 25. SSC reserves the right to accept/reject any/all tender(s) without assigning any reason whatsoever.
- 26. Either party may terminate the contract by giving a clear notice of two months. The period of two months will be counted from the date of receipt of such a notice by the other party.

TENDER NO. Proforma for Technical Bid

	Name of the Tendering Company/Firm/Agency				
	Name of the Director of the Company/Active Partner of				
	Firm/Authorized Agent/Proprietor				
	Full Address & Tel. No.				
	E mail Address				
	Status of the organization (i.e whether proprietorship,				
	partnership,Pvt. Ltd., etc.)				
	GST/PAN No. of the Organization (upload copy)				
	Do you agree with the terms and conditions stipulated in				
	Annexure-B				
	Declaration:				
It is certified that the information furnished above is correct to the best of our knowledge & belief. We have gone through the terms and conditions stipulated in Annexure-B and confirm to abide We have seen the samples of the Dasuti Bags to be lifted from SSC. A copy of the terms and with its all pages signed, in token of acceptance of the same is uploaded.					
S	ignature				
Ρ	lace	Name			
D	ate	Designation			

TENDER NO.

Proforma for Commercial Bid

Srl. No.	Item Name/description	Quoted figures)/per including all		(In (Cost	Quoted words)/per including all	Price kg I taxes)	(In (Cost
1	Dasuti Bags			al Bid shall be uploaded in the e Procure te form of BoQ File only.			

Note:

The bidder will have to quote for all of the above items.

SSC reserves the right to accept or reject any offer without assigning any reasons whatsoever.

SSC reserves the right to cancel this tender in case the proposal received is not satisfactory.

It is certified that the information furnished above is correct to the best of our knowledge & belief.

P lace	Signature
Date	Oignature
	Name
Seal of the Organization	
Designation	

SELF – DECLARATION - NON BLACKLISTING (Scanned copy to be uploaded in e-procure portal)

То							
Staff Block		` '					
M/s_ other the d	gible for corre/Central Go We than corre/late of Bid so	upt and/or from the vernment/PS further pt & fraudule ubmission arclaration is form, my/our Element/PS	audulent practices Ind no Criminal pund to be inc	is tices either incus Body. that is not bloody any State/case is pendicorrect at any	reby declare that having unblemishe definitely or for a particle or for a particle of the firm against the firm stage then without d in full and the awards and the awards and the awards are stage than the awards are stage to the stage than the stage th	our leclared inelint/PSU/Autor /employees. prejudice to	d is not declared od of time by any Company/firm igible for reasons nomous Body on any other action
Than	ıking you,						
Pla	ıce:	_			Signature:		
Da	te:	_	Org	ganization Seal	Name:		

Designation: