



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5442080
Dated/दिनांक : 04-10-2024

Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण | |
|--|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय | 19-10-2024 18:00:00 |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय | 19-10-2024 18:30:00 |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से) | 60 (Days) |
| Ministry/State Name/मंत्रालय/राज्य का नाम | Gujarat |
| Department Name/विभाग का नाम | Science And Technology Department Gujarat |
| Organisation Name/संगठन का नाम | Gujarat State Biotechnology Mission (gsbtm) |
| Office Name/कार्यालय का नाम | Gsbtm H.q. Gandhinagar |
| Item Category/मद केटेगरी | Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CAG Empaneled Audit or CA Firm |
| Contract Period/अनुबंध अवधि | 1 Year(s) |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष | 3 Year (s) |
| Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है | Yes |
| MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट | No |
| Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट | No |
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़ | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| Do you want to show documents uploaded by bidders to all bidders participated in bid?/ | Yes |
| Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया | No |

| Bid Details/बिड विवरण | |
|---|-----------------------------|
| Type of Bid/बिड का प्रकार | Two Packet Bid |
| Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय | 2 Days |
| Estimated Bid Value/अनुमानित बिड मूल्य | 50000 |
| Evaluation Method/मूल्यांकन पद्धति | Total value wise evaluation |
| Arbitration Clause | No |
| Mediation Clause | No |

EMD Detail/ईएमडी विवरण

| | |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

ePBG Detail/ईपीबीजी विवरण

| | |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

MII Compliance/एमआईआई अनुपालन

| | |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | Yes |
|-------------------------------|-----|

MSE Purchase Preference/एमएसई खरीद वरीयता

| | |
|---|----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | No |
|---|----|

1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
3. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**Number of Years of firm/company's existence as per ICAI certificate:**At least 03 years**Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:**Not less than two (2) years before 31.03.2022.**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:**02**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:**02**Number of XX fulltime CA's required and YY professional audit staff:**02**Pre Bid Detail(s)**

| Pre-Bid Date and Time | Pre-Bid Venue |
|-----------------------|---|
| 08-10-2024 11:00:00 | Block 11, 9th Floor, Udhog Bhavan, Gandhinagar. |

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CAG Empaneled Audit Or CA Firm (1)**Technical Specifications/तकनीकी विशिष्टियाँ**

| Specification | Values |
|---|--|
| Core | |
| Scope of Work | Review of Financial Statements , Financial Reporting Framework , Audit report |
| Type of Financial Audit Partner | CAG Empaneled Audit or CA Firm |
| Type of Financial Audit | Statutory Audit |
| Category of Work under Financial Audit | Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Compliance with contracts , Risk Management , Review system & processes , Bank Transactions |
| Type of Industries/Functions | Government Registered Society |
| Frequency of Progress Report | Annual |
| MIS Reporting for Financial Audit support | Yes |
| Frequency of MIS reporting | Annual |

| Specification | Values |
|------------------------------|--------|
| State | NA |
| District | NA |
| Addon(s)/एडऑन | |
| Post Financial Audit Support | NA |

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता | To be set as 1 | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---|---|----------------|--|
| 1 | Bhavesh Nayak | 382017,BLOCK - 11, 9TH FLOOR, UDHYOG BHAVAN | 1 | N/A |

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

4. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

5. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

6. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

7. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

SCOPE OF WORK

GUJARAT STATE BIOTECHNOLOGY MISSION [GSBTM], invites bid from eligible Chartered Accountancy Firm for Appointment of **Statutory Auditor** for the Financial Year 2024-25 at GSBTM, Gandhinagar, Gujarat with the following scope of work:

- 1** The Statutory Auditors shall prepare and submit Audit Report on the Accounts Audited by them as Income Tax and Charitable Trust Act.
- 2** Preparing and filing of Income Tax Return of GSBTM within due date of filing IT return.
- 3** To appear and present before Income Tax Authority to attend Income Tax Scrutiny case, if required
- 4** Issue Audit Certificates, Utilization certificates, and issue any other certificate as may be required by the society from time to time.
- 5** The selected firm has to file revised Income Tax Returns and to appear before Income Tax authority from time to time and has to take necessary compliance with the co-ordination of authority to rectify this demand
- 6** Scrutiny of Transactions are recorded as per Generally Accepted Accounting Principles and are booked to proper Accounting Heads.
- 7** To check utilization of Grant is in accordance with the conditions on which it is sanctioned.
- 8** To check incomes/funds are utilized for purposes for which they are provided.
- 9** To check Goods and services have been procured in compliance with the financing agreement.
- 10** Transactions are duly supported by proper supporting documents. Propriety of the transactions be checked.
- 11** To check all statutory records registers including Minute Books and to see that accounting effects of all the decisions taken at Executive Committee Meeting / Board of Governors Meeting are given in the Books of Account.
- 12** CA firm shall be responsible for ensuring accuracy of account books, bank reconciliation statements, dead stock register, assets register, salary register, entries in various relevant software and all the financial transactions on monthly basis.
- 13** CA firm shall be responsible for ensuring compliances of various tax laws.
- 14** Advising on applicability of any other tax, rules, laws, regulations which may be applicable on GSBTM and all matters/items covering its scope and applicability in case of agencies from which GSBTM is availing the services.
- 15** The selected firm will liaise with the Management for the periodical meetings to review the progress of the work and to ensure requirement be fully met.
- 16** To suggest the measures for cost control and increase the revenue of the GSBTM. Also to suggest measures for improving Management Information System.
- 17** To express professional opinion on the financial position of GSBTM as a whole for the funds received and expenditure.
- 18** The selected firm will report any lacuna noticed in the existing procedures and suggest improvement. Any duplication of work or unnecessary data noticed will be highlighted and reported.
- 19** It shall be the responsibility of the bidders to be fully informed/ acquainted / familiarized with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract.
- 20** The CA Firm shall comply by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time. The CA Firm shall identify GSBTM from any claims in this regard.
- 21** The Responsibility of correctness and accuracy of Accounting Records will lie with the CA Firm.
- 22** CA Firm will maintain high standards of integrity and professional ethics and morality while handling the work of GSBTM and dealing with GSBTM and its officials. If it is found that this condition of confidentiality is compromised by the CA Firm, then GSBTM will be at liberty to take further steps (e.g., requesting ICAI for cancellation of license) against the CA Firm.
- 23** The accounting records and information related to GSBTM shall be handled by the CA Firm in a confidential manner and must not be shared with any outsider.
- 24** Notwithstanding anything contained herein above, GSBTM reserves the right to discontinue the services of the CA Firm in the event their services are evaluated as unsatisfactory at any time during

the period.

- 25** Any losses sustained by GSBTM due to negligence of CA Firm's services in the form of any loss / damage of property (including those attributable to individual employees/ manpower engaged by the CA Firm) will be recoverable from the CA Firm, as the money value shall be estimated by GSBTM. The decision of GSBTM in this regard will be final and binding on the CA Firm.
- 26** The CA Firm shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency.
- 27** Any action on part of contractor to influence any Officer of GSBTM canvassing in any form shall make the tender document liable for rejection.
- 28** Jurisdiction: The court(s) at Gandhinagar alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender document / contract. It is specifically agreed that no court outside and other than Gandhinagar court shall have jurisdiction in the matter.
- 29** Minor variations in the terms and conditions of the contract as specified can be adopted with the concurrence of both the parties wherever required to fulfill the objectives of the contract

Time Schedule of the Assignment:

The selected Firm is required to start the Statutory Audit assignment as early as possible and complete the assignment at least 1 month before the due date of filing of Audit Report with Income Tax Authority so that Draft Audit Report may be approved by Executive Committee and Governing Body.

BUYER'S ADDED TERMS AND CONDITIONS

For facilitating the Development of Biotechnology in the State, Government of Gujarat has constituted Gujarat State Biotechnology Mission[GSBTM] as Grant-in-Aid Society, under the aegis of Department of Science and Technology, GoG. GSBTM invites bid from eligible Chartered Accountancy Firm for **Appointment of Chartered Accountancy Firm as Statutory Auditor for the Financial Year 2024-25 at GUJARAT STATE BIOTECHNOLOGY MISSION[GSBTM], Gandhinagar, Gujarat with following terms and conditions.**

1. Eligibility Criteria:

- i. The Chartered Accountant firm must be registered with the Institute of Chartered Accountants of India (ICAI) and evidence to be submitted registration certificate to do the same business continuously engaged for this service/business at least in last 5 years.
- ii. The Chartered Accountant firm should have been empaneled with the comptroller and Auditor General of India (C&AG)
- iii. There must be at least 2 qualified Chartered Accountants in the firm. If any C.A. is the employee of the firm, then he / she must be working with the firm for more than 1 year.
- iv. The bidder should have satisfactorily provided similar services of Pre-cum-Internal Audit, Statutory Audit, Accounting, Attesting and Related Services at Government clients/ Autonomous Bodies/ Societies / Public sector undertaking etc. in India for not less than two (2) years before 31.03.2022.
- v. The income of the firm from Audit and attestation assignment should be more than Rs.7 lakhs per year for F.Y. 2020-21 to 2022-23.
- vi. Firm's registered office should be located in Gujarat and if registered office is not located in Gujarat then at least two full time branches should be functional in state of Gujarat for a minimum period of 3 years.

2. Contract Period: The Contract will be initially awarded for the period of one financial year 2023-24. However, the contract may be extended up to maximum further two financial years, based on the mutual consent of both the parties on same terms and condition of the original Contract/ signing of agreement, if the performance/services are found satisfactory in the discretion of GSBTM.

3. Termination of the Contract: The GSBTM, reserves the right to terminate this initial contract at any time after giving one month's notice to the selected service provider with or without assigning any reasons. Where a contract is terminated by GSBTM on account of violation of term of contract by the Contractor, it shall have the right to award the contract to any other contractor and any expenditure incurred on account of this will be recovered by GSBTM from Security deposit or pending bill or by raising a separate claim form the existing contractor.

4. Terms of Payment:

- Payment to the contractor will be made after completion of all contractual obligations of the service provider under the agreement to be executed by and between GSBTM and the service provider on presentation of bills and work completion certificate(s) from the authorized representative of the GSBTM. In case of any discrepancy in service, bill payment will be withheld till resolution of all issues. No advance payment will be made.
- Deductions shall also be made from contractor's bills during implementation of the contract that may be become due as penalties for violation of rules, terms and conditions, damages, liabilities or for other causes.
- The GSBTM will deduct income tax as per income tax Act from the fees payable at the prevailing rates of such sum as income tax on the income comprised therein.
- No claim for interest will be entertained by the GSBTM in respect of any payment/deposit which will be held with the GSBTM due to dispute between the GSBTM & contractor or due to admin delay for the reasons beyond the control of the GSBTM
- GSBTM is located at Gandhinagar. GSBTM will not provide Transport or accommodation to the

employees of CA Firm in any condition. If the contractor refuses/denies the assignment, after award of work, all the required actions will be taken by GSBTM to safeguard its interest.

- 5. Amendment of Bid Document:** At any time prior to the deadline for submission of proposals, GSBTM reserves the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the bidder who have been issued the tender document. The Corrigendum shall be binding on all the bidders and will form part of the bid documents.
- 6. Right to reject any/or all bids:** The competent Authority of GSBTM reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision. Any effort by a bidder or bidder's agent / consultant or representative, whosoever described to influence the GSBTM / in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.
- 7. Resolution of Disputes:**
 - If any dispute arises between the Parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one Party hereto has been legitimate, both Parties hereto shall endeavor to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts.
 - In the case of such failure the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.
 - The place of the arbitration shall be Gandhinagar, Gujarat. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.
 - The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.
- 8. Price Bid:** The bidders will have to quote the price included all types of taxes and charges. The L-1 firm will be awarded the work. The L-1 firm shall be decided on the basis of the lowest grand total rate offered. The Commercial bid of only those bidders will be opened whose bids have been found eligible as per the criteria mentioned in the technical bid. All eligibility conditions have to be satisfied on the respective dates and not on a later date.
- 9. Relaxation of Terms and Conditions:** The Mission Director, GSBTM is empowered to relax any term or condition mentioned herein.
- 10. Compensation clause:**
 - In case, any of the personnel deployed under the contract is/are absent or fails to report in time and contractor is unable to provide suitable substitute in time, a penalty of Rs.1,500/- for each absence per day will be levied by GUJARAT STATE BIOTECHNOLOGY MISSION.
 - In case any complaint is received attributable to misconduct/misbehavior of contractor's personnel, a penalty of Rs.1,500/- for each such incident shall be levied.
 - In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirement of the contract, GUJARAT STATE BIOTECHNOLOGY MISSION reserves the right to impose the penalty as detailed below:-
 - 10% of the cost of order/agreement per week, up to four weeks of delay.
 - After a delay of four weeks, GUJARAT STATE BIOTECHNOLOGY MISSION reserves the right to cancel the contract and withhold the agreement and get this job carried out preferably from other contractor(s). The defaulting contractor shall be blacklisted for a period of 3 years and his performance security deposit may also be forfeited, if so warranted.

- In case of breach of any terms and conditions attached to this contract, a penalty of Rs.1,500/- for each such incident shall be levied.
- The manpower found drunk, in possession/consumption of tobacco, alcohol, drugs or sleeping on duty to be removed by the Contractor and a penalty of Rs.1,500/- for each such incident shall be levied.
- A reasonable penalty may be imposed on the CA Firm by GSBTM as decided, if it is found that the CA Firm failed to perform its obligations in any manner. Such penalty may be deducted from the payment to be made to the CA Firm after giving a written notice.

11. Disclaimer: The near relatives of employees of the GUJARAT STATE BIOTECHNOLOGY MISSION are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- Member of a GUJARAT STATE BIOTECHNOLOGY MISSION
- Their husband or wife.
- The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____