



**PANDIT RAGHUNATH MURMU
MEDICAL COLLEGE & HOSPITAL,
BARIPADA, MAYURBHANJ**

Tender Reference No. 1816 PRM MCH, /2026-27Dt. 07 04 2026

**TENDER DOCUMENT
FOR
SUPPLY OF
Printing & Supply of Different Formats & Register**

**Address for correspondence – Office of the
Superintendent PRM MCH
At/Po- Baripada, Dist- Mayurbhanj, Odisha
Pin- 757001**


**Medical Superintendent
PRMMCH, Baripada**

NOTICE INVITING PROPOSAL

Sealed tenders are invited from interested agencies having adequate experience in taking up the "**Printing & Supply of different formats & register**". Interested Bidders can obtain the tender document containing detailed terms and conditions, scope and eligibility criteria by downloading the same from the district website www.mayurbhanj.odisha.gov.in. The cost of the tender document Rs.2,360/-(2000+ 18% GST) (Rupees Two Thousand Three Hundred Sixty) shall be submitted along with the proposal (Technical) in the form of Demand Draft in favor of SUPERINTENDENT,PRM MCH, Baripada payable at Baripada.

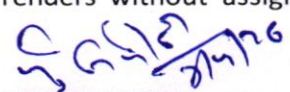
The proposals (both technical and financial) by eligible Bidders shall reach the Office of the under signed within due date and time (**i.e. Dt. 21.04.2026 till 5.30PM**) in the prescribed format and manner. Proposals received after due date and time shall be rejected. There is no system of receipt of proposal through drop box or by hand. Proposals shall be received only through registered post/ speed post or courier service.

Key Information:

Sl. No.	Particulars	Information
1	Start Date of availability of Tender document in the official website of Mayurbhanj district i.e. https://mayurbhanj.odisha.gov.in	08.04.2026
2	Pre bid discussion	15.04.2026 at 12.00 Noon At- Committee Hall, PRM MCH, Baripada.
3	Closing Date of availability of Tender document in the official website & Last date and time for receipt of proposal	21.04.2026 (till 5.30 P.M)
4	Cost of Tender Document (Nonrefundable)	Rs. 2,360.00
5	Opening of Tender	22.04.2026 at 11.30 AM
6	EMD in form of demand draft In favor of SUPERINTENDENT, PRM MCH, Baripada payable at Baripada	Rs.30,000.00
7	Address for submission of tender	SUPERINTENDENT, PRM MCH, Baripada, Mayurbhanj Pin No:757001
8	Address for opening of tender	Committee Hall, PRM MCH, Baripada

Note: In case the closing date / last date for receipt of proposal happens to be a holiday for any reason, the activity will be held on the immediate next working day at the same time & place.

The Authority reserves the right to reject any or all Tenders without assigning any reason thereof.


SUPERINTENDENT,
PRM MCH, Baripada
Medical Superintendent
PRM MCH, Baripada

Terms & Conditions:

1. Sealed tenders are invited from interested agencies having adequate experience in printing & supply of different type of printing assignments.
2. The prospective bidder may download the complete sets of tender documents directly from the website available at www.mayurbhanj.odisha.gov.in and submit the same to Superintendent, PRM MCH, Baripada office along with the Tender paper cost (Application Fees) is **Rs.2,360/-**(2000+ 18% GST) (Rupees Two Thousand Three Hundred Sixty) only in shape of Demand Draft (Non-refundable) and EMD amount **Rs.30,000/-** (Rupees Thirty Thousand) only in shape of Demand Draft drawn for in any bank regulated under RBI norms in favour of Superintendent, Pandit Raghunath Murmu Medical College & Hospital, Baripada payable at Baripada. The cost of Tender paper and EMD amount should be submitted separately in separate Demand Draft.
3. The sealed tender will be received through Registered Post/ Speed Post/courier only on or before dt.21.04.2026 till 5.30PM. The bids will not be accepted after last date and time specified in the tender document. It will be opened on Dt.22.04.2026at 11.30AM in the Committee Hall of PRM MCH, Baripada.
4. The tender shall be submitted in two bid system i.e. Technical Bid & Financial Bid, Financial Bid contains only the price bid and scheduled of requirement as per Annexure- VI and Technical Bid contain all other documents as per the tender terms & conditions. Tender paper cost and all other documents as per eligibility criteria except price format. The Technical Bid & Financial Bid will be covered in two separate envelopes clearly written on the top of the envelope as "Technical Bid for Supply of Printing and Supply of Different Formats & Register to the Superintendent, PRM MCH, Baripada" and "Financial Bid for Supply of Printing and Supply of Different Formats & Register to the Superintendent, PRM MCH, Baripada" these two tender papers should be covered in a big envelop writing in the top that "Tender for Supply of Printing and Supply of Different Formats & Register to the Superintendent, PRM MCH, Baripada with reference to Advertisement No. _____ & Date. _____.
5. The bidders have to submit the "Bid Security declaration" as per the Format at Annexure- IV.
6. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it. The EMD of the successful agency shall be refunded without interest upon successful completion of the tender period.
7. The Bid price shall include the all taxes and the bidder's cost towards transaction insurance, packing & transportation charges, door step delivery at the Central Store, PRM MC&H, Baripada including other ancillary cost involved during course of printing.
8. The technical bid and price bid should be sealed in separate envelope otherwise bid will be rejected. The bid will be rejected for any shortfall of required documents as per terms and conditions. There is no further add-on of documents are allowed in the future. The tenders should be addressed to:

Superintendent PRM MCH, Baripada
At/Po- Baripada
Dist.- Mayurbhanj, Odisha, PIN-757001

9. Bidders shall furnish the following documents in Bid:
- a) Required Tender/ Bid processing fees (Rs.2360.00).
 - b) EMD amount of Rs.30,000.00 (Rupees Thirty Thousand).
 - c) The supplier or manufacturer should submit declaration for of not being blacklisted by any Govt. Agencies during the last 3 financial years. Affidavit in Non-Judicial Stamp Paper with appropriate value (Rs. 20/) duly certified by Notary shall be produced along with the bid document (Annexure-III).
 - d) Self-attested copy of PAN Card.
 - e) Self-Attested copy of Valid GST registration certificate.
 - f) Self-attested copy of up-to-date GST return.
 - g) The quotation should be as per price format at Annexure-VI.
 - h) Past performance certificate as per Annexure-II for the financial years 2022-23, 2023-24, and 2024-25 (Photo copy to be attached).
 - i) Copy of Income Tax Return for the years (i.e.2022-23, 2023-24 & 2024-25)
 - j) Bid Security Declaration as per Annexure- IV.
 - k) Average annual turnover should not be less than ₹.35.00 lakh for last 3 financial years. [i.e. 2022-23, 2023-24 & 2024-25] as per Annexure-V.
10. The bidder will submit the above required documents along with tender paper cost in the technical bid: otherwise, the technical bid will be rejected if any of the above conditions are not complied with.
11. Price bid of the items must be accompanied with soft copy in the excel format as per the exact tender serial no- Annexure-VI.
12. This rate shall be applicable for the purchase of stationery items for one year on an annual rate contract basis.
13. The date and time for opening of the price bid of the technically qualified bidders will be intimated later.
14. The lowest price quoted for each item shall be selected L1 and the bidder quoting such price shall be awarded contract for supplying that particular article.
15. In case more than one agency quote the same price, then the bidder having the highest average annual turnover of the last three financial years will be selected L1.
16. Any effort by a bidder to influence the purchase in its decision on bid evaluation or replacement of purchase order may result rejection of the bidder's officer.
17. All the queries & doubts will be sorted out in the Pre-Bid Meeting, after which no further suggestion, objection & changes will be entertained and the authority will not be responsible thereafter.
18. It would be the responsibility of the Bidder's representative (only one person per bidder) to be present at the venue of opening of Bids. In case of absence of any bidder then bid document will be opened by the committee members.
19. The tender will be of composite in nature. The Firms/Agencies who don't quote the rates of at least 50% of all items mentioned in Annexure VI are liable to be rejected.
20. The tender document will not be received/entertained after due date & time fixed for in the advertisement and will be rejected summarily.
21. The goods shall be supplied to the designated destination, and no extra charges towards freight or transportation shall be claimed.
22. The delivery should be completed within 15 days from the date of receipt of supply order falling which the supply order will be issued to the L2 bidders in L1 price without further intimation to the L1 bidder.

23. The supply of Printing and Supply of Different Formats & Registers should be completed within the allowed time as per order. Any delay by the supplier in the delivery of the items shall render the supplier liable to be charged liquidated damages @0.5% per week or part thereof, subject to maximum of 10% of purchase order value which will be deducted from the total payment due.
24. Payment shall be made after successful delivery of printing and supply of different formats and registers as per the supply order.
25. Payment shall be made as per the availability of funds. Under no circumstances the supply should be interrupted as regards to payment.
26. All documents and pages shall be computerized, serially numbered and duly full signature and sealed by the bidder.
27. The bidder should quote single/unit rate for the items as per specification. the bidder who will quote multiple rates for the single item will lead it rejection of the tender.
28. If the selected firm fails to execute the agreement within 07 days of receipt of the work order/letter of acceptance, the EMD shall be forfeited, and the firm shall be debarred from supplying materials to PRM MCH, Baripada for a period of three (03) years.
29. The bidder should submit copy of original tender book with signature in full & seal for proof of acceptance of tender.
30. Successful L1 bidder could also be provided with other printing items not mentioned in the below mentioned table (Annexure-VI) with similar specifications and approved rate within contract period.
31. If any information or documents furnished by the bidders are found to be incorrect or misleading at any stage, the said bid of the tender will be rejected and the bidder will be blacklisted for three years.
32. The offer submitted by the Bidders shall be valid for minimum period of 180 days from the date of last date of submission of Tender Paper.
33. All information, documents and data coming in the possession of the organization as a result of execution of the job shall at all time remain the property of the Superintendent, PRM MCH, Baripada. The organization shall not make or allow any of his employee or agents etc. to make an unauthorized copy, use, access or other utilization of this material commercially or otherwise, directly or indirectly except as agreed to by the Office. The organization shall also ensure complete confidentiality of the information and data provided to it in the course of carrying out the job.
34. The items delivered should be as per the specification mentioned with clear visibility of contents. If found defective, the same has to be replaced immediately within seven days & total cost will be borne by the concerned awarded party.
35. Bidders/ their representative may remain present during the opening of tender at time 12.00 Noon on Date. 06.03.2026. In case the day will be a Govt. Holiday the tender will be opened in the next working day at same time at mentioned venue. No request for change of time, date or venue will be entertained on any ground from bidders. It would be the responsibility of the Bidder's representative (only one person per bidder) to be present at the venue of opening of Bids. In case of absence of any bidder then bid document will be opened by the committee members.
36. The decision of the Tender Committee shall be final and binding in all matters relating to the tender. Bids that do not comply with the terms and conditions of the tender shall not be considered and will be rejected

37. Any legal dispute arising out of this, said matter will be confined to jurisdiction of Mayurbhanj district only.
38. The authority reserves the right to accept/reject, cancel or modify all the bids or any part thereof without assigning any reason thereof.

5/6/20

CHECK LIST

Sl. No.	Name of the Document	Submitted (Yes/No.)	Page No.
1.	Detail of Tender paper cost Rs.2360/- (Non-Refundable)		
2.	EMD cost Rs.30,000/-		
3.	Self-attested copy of valid GST registration certificate.		
4.	Self-attested copy of up-to-date GST return.		
5.	Self-attested copy of valid PAN Card.		
6.	Bid Security Declaration Annexure- IV		
7.	Average annual turnover should not be less than ₹.35.00 (Rupees Thirty-Five Lakh) for last 3 financial years. [i.e. 2022-23, 2023-24 & 2024-25] Annexure- V		
8.	Income tax return acknowledgement for the F.Y 2022-23, 2023-24 & 2024-25) (Photo copy to be attached)		
9.	Undertaking/ Declaration that the organization agrees to abide by all terms & conditions of tender in Non-Judicial Stamp paper (Annexure-III)		
10.	Proof copy of past experience i.e. 2022-23, 2023-24 & 2024-25 as per Annexure – II		
11.	Price sheet as per price format as per Annexure-VI		
12.	Copy of Downloaded Tender Book duly full signed by the bidder		
13.	All pages are serially in order and securely tied with seal and signature in full of the bidder.		

DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any deviation in the above statement at any state, the Firm/Agency will be blacklisted and will not have any dealing with in future.

Place:

Date:

(Signature and seal of the authorized signature)



Annexure- II

Format for submission of past performance

Sl. No.	Year	Order No. & Date	Order Value (Rs.)	Name of the Organization	Order Copy Page Ref. No.
1					
2					
3					
4					
5					

Place:

Date:

Signature of the Bidder
Name & Business Address

Handwritten signature in blue ink

UNDERTAKING/ DECLARATION FORM

(To be submitted by the Bidder in Non-judicial stamp paper)

[To be submitted in Technical Bid]

To

The Superintendent PRM MCH, Baripada
At/Po- Baripada-757001
Dist- Mayurbhanj

Sub: Your Tender Ref. No. _____, Dated _____.

Dear Madam/Sir,

I / We hereby declare that our organization is having unblemished past record and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government/PSU in the country of India.

That the organization does not have any legal suit / criminal case pending against it.

That the organization has not been de-recognized/ black listed by the Tender inviting authority or by any state Govt. or Central Govt. organization for supply of Not of Standard Quality Items/ non-supply.

That the tendering authority will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered at the designated place in good condition. The defective or damaged printed material if any will be replaced by the Organization.

Further, we agree to abide by all the terms and conditions as mentioned in the tender document.

We have also noted that the Superintendent, PRM MCH, Baripada, Mayurbhanj reserves the right to consider/ reject any or all bids without assigning any reason thereof.

Seal & full Signature



Bid Security Declaration Format

(On Letter Head of the Bidder)

This is to inform you that M/s. _____
(Agency Name) shall not withdraw or modify its bid till the validity period of
180 days as mentioned in tender notice advertisement No. _____ dated
_____. We may debar from being considered/ to participate in
future for a period of 03 years at “Superintendent, PRM Medical College &
Hospital, Baripada” from the date of debarred notice in the following
circumstances: (a) If withdraw the bid during the bid validity period of 180
days. (b). If do not respond to request for clarification of the bid submitted
by us. (c). If fail to cooperate in bid evaluation process and in case being
successful bidder, if fails to sign the agreement in time to furnished
performance security/guarantee.

Name of the Authorization signatory: _____

Designation: _____

Official Seal: _____

Seal & full signature of the Bidder



(To be submitted in **Cover A -Technical Bid**)
(To be furnished in the **letter head** of the Auditor/ Chartered Accountant)

ANNUAL TURN OVER STATEMENT

The Annual Average Turnover for the 2022-23, 2023-24& 2024-25 of M/s _____ who is a Manufacturer /Distributor/supplier (Pl. tick whichever is applicable) are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in (Rs.)
1.	2022 – 2023 (FY)	-
2.	2023 - 2024 (FY)	-
3.	2024 - 2025 (FY)	-

Average Annual Turnover (for the above three years) in (Rs.) _____

Date:
Place:

Signature of Auditor/Chartered Accountant
(Name in Capital)

Seal

Membership No.-
Registration No. of Firm

Note:

- a) To be issued in the **letter head** of the Auditor/Chartered Accountant mentioning the Membership no.

List of printing and supply of different formats & Register

Sl. No	Name of the Item	Specification	Unit price inclusive of customs duty, packing, forwarding, insurance, transportation charges, door delivery and exclusive of GST
01	Leaflet	Size – 26 CM X 21 CM, Process – Multi Colour(four colour)& Paper – 70 GSM Art Paper; Print- Single Side	
02	Change of Flex banner for Hoarding	Size- 16'x 8' (with fitting in 30 nos. block institute inside Mayurbhanj district)	
03	Wall Painting	Size – 8' x 4', Process – Multi colour, plastic emulation paint.	
04	Painting of natural art	Size – per sq. ft., Process – Multi colour(four colour), Real Art Painting with enamel color.	
06	Signage Board	Size- 0'- 5"X 1'- 6", Sun board Vinyl Pasting, Thickness – 3 mm Eco Solvent Printing.	
07	Office Register	Unit: Register; Size: (Closing Size: 29 cmx17 cm) Inner Pages: 100sheet; Inner paper: 70 GSM conquest Paper; Both side black offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label. (one format for single unit)	
09	Display Board	Size – 3'X 2', Iron gauze bar 20 Gauze 1", Printing of message on flex & pasting print quality front lit them.	
10	Reporting Format A4 size 2side	Unit: single sheet; Paper Size: A4; No. of sheets: 1; Printing Type: Both side Black color, Paper Quality: 70 GSM White paper	
11	Reporting Format A4 size 2 side pads	Unit: Booklet; Paper Size: A4; No. of sheets: 100; Printing Type: Both side Black color; Paper Quality: 70 GSM White paper, Binding: Top side	
12	Reporting Format A4 size 1 side	Unit: single sheet; Paper Size: A4; No. of sheets: 1; Printing Type: single side Black color; Paper Quality: 70 GSM White paper.	
13	Reporting Format A4 size 1 side pad binding	Unit: Booklet; Paper Size: A4; No. of sheets: 100; Printing Type: single side Black color Paper Quality: 70 GSM White paper, Binding: top binding.	
14	Reporting Format legal size	Unit: Booklet; Paper Size: Legal; No. of sheets: 1; Printing Type: Both side Black color Paper Quality: 70 GSM White paper	
15	Reporting Format A3 size both side	Unit: Booklet; Paper Size:A3; No. of sheets: 1; Printing Type: Both side Black color Paper Quality: 70 GSM White paper	
16	Flex Banner Printing	240 GSM Flex Banner with 3 Pass Printing Quality	

17	Vinyl Printing	Solvent Vinyl Printing (per sq. ft. wise)	
18	Vinyl Printing	Eco Solvent Vinyl Printing (per sq. ft. wise)	
19	Branding Material Acrylic Signage Display (Sandwich Model)	Base Sheet: Imported Acrylic Sheet Size (3x2) Ft & 4mm thickness Topping Sheet: Imported Acrylic Sheet Size (3x2) Ft & 3mm thickness Fitting Type: Wall Mount by stainless steel stud (all 4 corners) Printing: Multicolor Eco-solvent Vinyl Printing Lamination: Gloss type Lamination Pasting: Flash cut and should be orderly pressing without air bubble inside.	
20	Standee	Width: 3 feet with aluminum base. Height: flexible aluminum rod extendable minimum of 6 feet height. Flex: 3 feet x 6 feet (two set)	
21	Indent Slip (TriPLICATE)	Unit: single sheet; Paper Size: A4; No. of sheets: 200; Printing Type: single side Black color; Paper Quality: 70 GSM White paper. Top par patting	
22	Admission Register	Unit: Register; Size: (Closing Size: 41 cmx30 cm) Inner Pages: 100sheet; Inner paper: 70 GSM conquest Paper; Both side black offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label. (one format for single unit)	
23	OPD register	Unit: Register; Size: (Closing Size: 42 cmx34 cm) Inner Pages: 500sheet; Inner paper: 70 GSM conquest Paper; Both side black offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label. (one format for single unit)	
24	OPD register	Unit: Register; Size: (Closing Size: 42 cmx34 cm) Inner Pages: 250 sheets; Inner paper: 70 GSM conquest Paper; Both side black offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label. (one format for single unit)	
25	Death Register	Unit: Register; Size: (Closing Size: 41 cmx30 cm) Inner Pages: 100sheet; Inner paper: 70 GSM conquest Paper; Both side black offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label. (one format for single unit)	
26	Police information Register	Unit: Register; Size: (Closing Size: 41 cmx30 cm) Inner Pages: 100sheet; Inner paper: 70 GSM conquest Paper;	

		Both side black offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label. (one format for single unit)	
27	Labor room register	Unit: Register; Size: (Closing Size: 41 cmx30 cm) Inner Pages: 100sheet; Inner paper: 70 GSM conquest Paper; Both side black offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label. (one format for single unit)	
28	Pathology call Register	Unit: Register; Size: (Closing Size: 41 cmx30 cm) Inner Pages: 100sheet; Inner paper: 70 GSM conquest Paper; Both side black offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label. (one format for single unit)	
29	Register 1	Unit: Register; Size: (Closing Size: 29 cmx17 cm) Inner Pages: 100sheet; Inner paper: 70 GSM conquest Paper; Both side black offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label. (one format for single unit)	
30	Register 2	Unit: Register; Size: (Closing Size: 41 cmx30 cm) Inner Pages: 100sheet; Inner paper: 70 GSM conquest Paper; Both side black offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label. (one format for single unit)	
31	Register 3	Unit: Register; Size: (Closing Size: 42 cmx34 cm) Inner Pages: 500sheet; Inner paper: 70 GSM conquest Paper; Both side black offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label. (one format for single unit)	
32	Register 4	Unit: Register; Size: (Closing Size: 42 cmx34 cm) Inner Pages: 250 sheets; Inner paper: 70 GSM conquest Paper; Both side black offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label. (one format for single unit)	
33	Register 5	Unit: Register; Size: (Closing Size: 41 cmx30 cm) Inner Pages: 100sheet; Inner paper: 70 GSM conquest Paper; Both side black offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label. (one format for single unit)	

34	Register 6	Unit: Register; Size: (Closing Size: 41 cmx30 cm) Inner Pages: 100sheet; Inner paper: 70 GSM conquest Paper; Both side black offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label. (one format for single unit)	
35	Register 7	Unit: Register; Size: (Closing Size: 41 cmx30 cm) Inner Pages: 100sheet; Inner paper: 70 GSM conquest Paper; Both side black offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label. (one format for single unit)	
36	Register 8	Unit: Register; Size: (Closing Size: 41 cmx30 cm) Inner Pages: 100sheet; Inner paper: 70 GSM conquest Paper; Both side black offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label. (one format for single unit)	
37	X-Ray/USG Requisition format	Unit: Booklet; Paper Size: 10 cmx15 cm; No. of sheets: 100; Printing Type: single side Black color Paper Quality: 70 GSM White paper, Binding: top binding.	
38	Attendance Register	Unit: Register; Size: (Closing Size: 41 cmx30 cm) Inner Pages: 100sheet; Inner paper: 70 GSM conquest Paper; Both side black offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label. (one format for single unit)	
39	Implant Register	Unit: Register; Size: (Closing Size: 42 cmx34 cm) Inner Pages: 250 sheets; Inner paper: 70 GSM conquest Paper; Both side black offset printing; Board Binding: 28 no. gray board, side cloth pasting, side Stitch with cover pasting label. (one format for single unit)	
40	Printed Fly Leaf	Size (Closing Size: 33.7 cmx24 cm), board file, side cloth pasting, printed single side	

N.B:-

- Rates should be quoted inclusive of cost of Sheet, Printing, packing, Transportation, DTP as per specifications. The order may be placed for other items not in the list having similar specifications as above.
- GST as applicable.

Date:

(Signature and seal of the authorized signature)

Place:

Name & Business address: